

FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position with responsibility for planning and directing all fire fighting and fire prevention activities of a fire department. The Fire Chief is responsible for providing in-service training of personnel and maintaining a high level of performance within the department. General direction is received from the Fire Commissioner or Commissioners. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Takes active command at major fires and extraordinary emergencies;

Assigns firefighters to stations and shifts;

Recommends the purchase of equipment and supplies, addition of personnel, and other matters for the betterment of the service;

Plans and directs training activities for the department;

Supervises the investigation and determination of the causes of fires;

Directs the inspection of buildings for fire hazards to insure compliance with local fire prevention ordinances;

Maintains discipline, enforces rules and regulations, and promotes morale of the fire department;

Investigates allegations of misconduct or neglect of duty among firefighting staff and makes recommendations to the Board of Fire Commissioners with regard to disciplinary action or removal;

Reviews reports and makes inspections to determine the condition and efficiency of the department;

Directs and inspects the maintenance and repair of all fire fighting equipment;

Prepares and presents the annual department budget;

Coordinates work schedules, including overtime, in an effort to control costs;

Consults with superiors regarding major policy determinations;

Attends meetings and conferences and addresses interested groups on fire fighting and fire prevention activities;

Initiates and develops public relations policies for the department;

Coordinates activities of fire department with other municipal departments and agencies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

May issue notices of violations of the fire prevention codes, ordinances, and other laws pertaining to fire prevention and New York State Uniform Fire Prevention and Building Codes;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of modern firefighting and fire prevention methods and equipment; thorough knowledge of the municipality's building code, fire prevention regulations, and geography; thorough knowledge of fire fighting and fire prevention activities; ability to maintain discipline and promote morale; ability to interpret the work of the fire departments and to maintain cooperative relationships with other municipal officials and with the public; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; integrity; initiative; resourcefulness; dependability; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Eligibility for promotion may be restricted to the next lower rank or ranks:

- A. Departments in which the direct-line of promotion is Deputy Fire Chief
 - 1. Deputy Fire Chief: One year of permanent competitive class service as a paid Deputy Fire Chief
 - 2. If open to Assistant Fire Chief: Two years of permanent competitive class service as a paid Assistant Fire Chief
- B. Departments in which the direct line of promotion is Assistant Fire Chief
 - 1. Assistant Fire Chief: One year of permanent competitive class service as a paid Assistant Fire Chief
 - 2. If open to Fire Captain: Two years of permanent competitive class service as a paid Fire Captain
- C. Departments in which the direct line of promotion is Fire Captain
 - 1. Fire Captain: One year of permanent competitive class service as a paid Fire Captain
 - 2. If open to Fire Lieutenant: Two years of permanent competitive class service as a paid Fire Lieutenant
- D. Departments in which the direct line of promotion is Fire Lieutenant
 - 1. Fire Lieutenant: One year of permanent competitive class service as a paid Fire Lieutenant.
 - 2. If open to Firefighter, six (6) years of permanent competitive class service as a paid Firefighter.
- E. If open to entire department: Seven (7) years of permanent service as a paid firefighter and/or Fire Officer.

SPECIAL REQUIREMENTS:

In accordance with New York State Civil Service Law Section 58-a, all Fire Chiefs appointed from a civil service eligible list established after January 20, 2019, in any fire department or fire district that employs five (5) or more paid firefighters, must meet the minimum qualifications as established by the State Fire Administrator of the New York State Office of Fire Prevention and Control. Therefore, to be eligible for provisional appointment to Fire Chief on or after January 20, 2019, or permanent appointment as Fire Chief from an eligible list established after January 20, 2019, in addition to the promotional qualifications prescribed by the Westchester County Department of Human Resources, the candidate must meet the following qualifications:

- 1) Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications;
- 2) Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ);
- 3) The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
 - (a) New York State Supervisory Level 1 certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer 1 certification) and 10 or more years of service as Fire Chief in a civil service position;
 - (b) Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021; and
 - (i) 10 or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits*; or
 - (ii) 5 or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits*
 - (iii) 5 or more years of service as Fire Chief, in a civil service position;
 - (iv) 5 or more years of service as a chief officer (Assistant Chief, Battalion Chief, Deputy Chief) in a civil service position and completion of the National Fire Academy, Executive Fire Officer Program or the Center for Public Safety Excellence, Chief Fire Officer designation.

If required to do so, effective January 1, 2015, code enforcement personnel who are charged with enforcement of New York State Uniform Fire Prevention and Building Code and/or New York State Energy Conservation Construction Code shall be required to complete the code enforcement official basic training program as outlined in Title 19 of New York Codes, Rules and Regulations (NYCRR), Part 1208 – Minimum Standards for Code Enforcement Training in the State of New York, Section 1208-3.2(c), within the shorter of eighteen (18) months after the date of initial appointment or eighteen (18) months after the date of first attendance at a course included in the basic training program, or have obtained certification pursuant to the provisions of Section 1208-5.4. In addition, they are required to maintain active code enforcement official certification on an annual basis by completing in-service training as defined in Section 1208-3.3(c) and any advanced in-service training as defined in Section 1208-3.4. It is the responsibility of the appointing authority to ensure that employees who have been certified as code enforcement officials maintain their certification on an annual basis pursuant to these sections throughout the duration of their employment.