

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL/SPECIAL DISTRICTS  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** FIRE CHIEF

**TITLE #:** 1294

**DISTINGUISHING FEATURES OF THE CLASS:** This is a highly important administrative position involving responsibility for planning and directing all firefighting and fire prevention activities for the department. The incumbent is responsible for personnel instruction and training, as well as, the maintenance of high standards of performance and in enforcing all department rules and regulations. Supervision is exercised over subordinate personnel and volunteers. Administrative direction is received from the Board of Fire Commissioners. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Takes active command at major fires and extraordinary emergencies; assesses nature and extent of fire, condition of building, danger to adjacent buildings and water supply status to determine crew and company requirements;

Assigns firefighters/volunteers to jobs at strategic locations to facilitate rescue of persons and maximize application of extinguishing agents;

Assists in recruitment and retention of firefighters and/or volunteers; assigns personnel to stations or shifts;

Plans and directs training activities for the department; participates in departmental training including physical fitness, firefighting, medical care, hazardous materials response, fire prevention and related subjects per departmental policy;

Maintains discipline and promotes morale of the fire department;

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

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

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

Consults with the Board of Fire Commissioners regarding confidential departmental matters and major policy determinations;

Prepares and presents the annual department budget;

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

Initiates and develops public relations policies for the department; serves as Public Information Officer on scenes of emergencies;

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

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

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough 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 QUALIFICATIONS:** Either -

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and five (5) years of paid firefighting experience with a Local, State or Federal Fire Agency, two (2) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision; **OR**
- (B) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and six (6) years of experience as described in (A) above, two (2) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision; **OR**
- (C) Completion of thirty (30) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and seven (7) years of experience as described in (A) above, two (2) years of which shall have been in an administrative supervisory rank with direction over subordinate levels of supervision.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license.

**JURISDICTIONAL CLASSIFICATION:** Competitive

Adopted: 8/23/2011 dr