



# Fire Chief

Job Specification  
Classification: Competitive  
Series: Fire Service  
Level: 2 of 2

**DISTINGUISHING FEATURES OF THE CLASS:** This is the senior level of the Fire Service Upper Level series responsible for directing and planning the operations, policies, procedures, and projects of the Fire department. Responsibilities include developing, implementing, and reviewing long term goals; preparing the annual budget; establishing operational controls and standards; and providing leadership in emergency situations; operates under general direction of the City Manager; and manages the Fire department in full compliance with established City policy and the City's strategic plan, The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Develops, implements, and evaluates departmental policies, procedures, strategies and goals; maintains, updates, and ensures procedural compliance for programs; evaluates the safety and effectiveness of procedures and operational activities.
- Directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; monitors revenues and expenditures; oversees grant development and proposals.
- Commands activities at larger scenes or incidents utilizing appropriate and safe methods.
- Evaluates resource allocations, analyzes equipment viability, and other related items; makes recommendations for repairs and construction of new fire stations and facilities, repairs and equipment purchases, and need for updated fire apparatus and equipment.
- Conducts mediation and discussions with union officials; promotes harmonious relations with labor organization and recommends disciplinary action to City Manager for federal, state, or local violations.
- Assists with the development and implementation of City's emergency management plan; facilitates discussion and involvement of appropriate government agencies for plan implementation.
- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the department and community at meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.
- Develops and implements Standard Operating Procedures (SOP) for the department and ensures that all department personnel are trained and comply with the approved SOP's.

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

Knowledge of:

- Thorough knowledge of modern fire fighting principles, practices, equipment and fire prevention methods;
- Thorough knowledge of the City's building code and fire prevention laws and ordinances; and ability to ensure compliance with same;
- Thorough knowledge of the physical layout of the City and of the fire hazards and conditions of buildings within the City;
- Thorough knowledge of best Fire Fighting practices to ensure a safe community;
- Thorough understanding of sound management principles;
- Thorough understanding of the Incident Management System and tasks assigned to both general and command staff.

Ability to:

- Ability to successfully evaluate employees;
- Ability to successfully and effectively implement Fire Union Agreements while ensuring that the department is managed consistent with established City Management policies;
- Ability to successfully prepare technical, administrative and financial reports;
- Ability to successfully develop annual budget and strategic plans and prepare budget analyses, principles and procedures;
- Ability to successfully prepare and maintain confidential and department records;
- Ability to successfully lead others and maintain discipline and high moral;
- Ability to successfully communicate and maintain cooperative relationships using interpersonal skills as applied to interaction with City officials, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Ability to successfully identify non-compliant activities of City policies and take appropriate measures to ensure proper implementation of policies;
- Ability to successfully make presentations to City leaders and community stockholders on a variety of emerging related topics;
- Ability to successfully implement the policies and procedures established by the City Manager based on the direction of City Council and the City's Strategic Plan.

Physical condition commensurate with the demands of the position including managing fire incidents.

**MINIMUM QUALIFICATIONS: (Promotion)**

**For exam:** Minimum of five (5) years progressive supervisory experience with the City of Watertown Fire Department.

**MINIMUM QUALIFICATIONS: (Open Competitive)**

**For exam:** Meet minimum qualifications for appointment.

**For Appointment:**

Effective 1/20/19, except in the City of New York, to be eligible for provisional or permanent appointment as a fire chief, 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); and,
3. Meet the minimum qualifications established by the municipal civil service agency having jurisdiction.
4. The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
  - (a) NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I certification) and 10 or more years of service as fire chief in a civil service position; or

- (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; or
  - iii. 5 or more years of service as fire chief, in a civil service position; or
  - 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.

**SPECIAL LICENSING REQUIREMENTS:** Must possess and maintain a valid NYS motor vehicle operator's license at time of appointment and to continue employment.

**Classification history:**

Revised: 10/21/2008; 10/20/2009; 3/20/2012; 12/16/2014, 11/20/18, 5/28/19