

Fire Chief Job Description

Overall: The fire chief of the City of <Anytown> Fire Department is responsible for identifying and sourcing all of the appropriate equipment, tools and training to allow the volunteer personnel in the department to effectively respond to the fire and medical emergencies in the city and fire protection area.

Reports to: The fire chief reports to the mayor.

Specific Job functions:

Planning – Develops the annual department operating budget for submittal to the Board of Aldermen by the end of June each year. This budget should address the operating needs of the department and should clearly highlight planned expenditures that will be required for 1) regulatory compliance, 2) staff training and 3) unusual equipment maintenance. Additionally, the Chief will indicate expenditures areas which he expects to fund from sources other than voluntary contributions from the community (e.g. one time grants, county funds, etc.). The Board expects the chief to present one, three and five year operational and improvement plans for the Department and update these plans annually.

Training – The chief oversees the training plan to assure that all personnel are effectively trained to do their assigned tasks. Additionally, the Chief will assist the Training officer in providing training resources outside of the department.

Certification – The chief will present an annual assessment that he signs to the Board of Aldermen. This assessment will address 1) the readiness of the major apparatus of the Department, 2) The operational readiness and safety of medical and fire support equipment (e.g. SCBA's, oxygen bottles, AED's, fire hose on the apparatus).

Operations – The chief will Modify or develop Standard Operating Procedures (SOP's) for the department and work with the Training Officer to integrate these into training programs and to update the training programs as required.

Recruitment – The Chief will direct the recruitment process including the development of collateral and critical messaging to attract recruits.

Community Involvement – The Chief will oversee the development and delivery of training courses for the community. Initially, this would include First Aid and AED training.

Qualifications:

Technical Competence – The chief has documented experience of successful individual and supervisory skills in the fire and emergency medical services.

Administrative competence – Many of the tasks of the Chief will be of an administrative and managerial nature. The chief shall manage and complete multiple administrative tasks simultaneously. These range from sourcing of personal equipment for personnel to participating in the negotiations for apparatus and construction work.

Resource awareness and familiarity – The Chief must know many others within the Fire Service community that can be used as resources or references. This will include guidance for preparation of grant requests, sources for training videos, etc.

Knowledge of the regulatory structure – Our department works with regulatory input from many agencies. The chief must be knowledgeable of these agencies and able to determine which pronouncements are absolute requirements for immediate implementation and which are “suggestions or recommendations”.

Personal Skills

Understands behavior of Volunteers – The entire department is staffed with committed, energetic volunteers. The Chief should understand that volunteers feel the Department is very important but it is not all consuming.

Excellent Interpersonal Skills – The Chief is an accessible and good listener for the personnel in the Department and for members of the Community. When people raise issues with the Chief, he must confidently answer the question or state what he will do to get the answer and make sure he does close the point with the person who raised it.