

## **FIRE CHIEF**

Code No. 6-06-007  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for the supervision, direction, and integration of the activities of a paid fire department or a combination fire department comprised of career and volunteer staff within a fire district. Overall administration and accomplishment of objectives of the district and establishing major district practices, planning long-term programs, and determining fiscal and financial objectives are other responsibilities of the position. Work is performed in accordance with the policies and objectives outlined by a Board of Fire Commissioners and reviewed by the Board via conferences, reports and success of the district's programs and activities. Duties include organizing, planning, and directing fire prevention, suppression and emergency medical response activities. Duties also include responding to fire alarms to direct fire scene operations. The employee reports directly to, and works under the general supervision of the Board of Fire Commissioners with wide leeway allowed for independent judgment. General supervision is exercised over subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises the operation of firefighting vehicles, equipment, apparatus, and other materials used in the prevention or extinguishment of fires;

Supervises district staff (excluding the Secretary/Treasurer) and takes necessary action to ensure proper personnel administration including disciplinary action;

Responds to fire alarms as needed and directs operations at incidents;

Implements the rules and regulations of the Board regarding the operations and activities of the fire department;

Develops objectives and recommends policies for adoption by the Board of Fire Commissioners;

Oversees the administration of a collective bargaining agreement covering career fire personnel;

Executes orders of the Board;

Manages the operational portion of the district's budget and the procurement of materials, supplies and equipment with the assistance of the Secretary/Treasurer and other staff members;

Informs the public, through speaking engagements and written material, of fire prevention and extinguishment techniques, fire safety, and the overall role of the fire department;

Plans, organizes and controls activities of the work unit toward pre-determined objectives;

Makes periodic oral and written reports to the Board on the needs of the department and the condition of firefighting vehicles, equipment, apparatus, and materials;

Provides pertinent information upon request of the Board regarding the overall operations of the fire department;

Oversees fire prevention education and campaigns and/or trains and develops personnel;

Develops independently, or with the training staff, training relative to firefighting;

Oversees and/or performs the assessment, inspection and maintenance of fire apparatus and related equipment, fire stations, and facilities while maintaining compliance with the Public Employees Health

and Safety (PESH) Act;

Ensures appropriate investigative authority is contacted after determining whether fire is of an incendiary or suspicious origin;

Maintains records of staff physicals and schedules physicals when required.

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

Thorough knowledge of modern fire science, including fire fighting techniques, modern fire suppression and prevention, fire safety and emergency medical response; good knowledge of the New York State Uniform Fire Prevention and Building Code; good knowledge of the principles of public administration with reference to personnel administration, budget preparation and overall management concepts; good knowledge of the physical layout of the district in which employed; good knowledge of Municipal Law, Town Law and other sections in New York State statutes relating to fire chiefs of fire districts; good knowledge of New York State, Federal Law and local laws, statutes and ordinances regarding public safety, fire districts, special districts and labor management (i.e. New York State Public Employee's Fair Employment Act-Taylor Law); supervisory ability; ability to establish and maintain effective working relationships with civic groups, the public, unions and volunteer as well as paid firefighting staff; ability to communicate effectively, orally and in writing; ability to explain the work of the fire department; ability to deal effectively with the public; ability to either work independently or assist the training staff with the development and deliverance of training to subordinates; ability to manage fire, crash, and personal injuries; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience in a fire district as a Fire Captain or higher rank; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years volunteer\* experience as a Fire Chief, Assistant Fire Chief or similar rank; OR,
- (C) An equivalent combination of experience defined by the limits of (A), and (B) above.

\*Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter from the chief/director of the participating district or department stating the title(s) of the positions and months and years of volunteer service.

Effective June 2, 2021, except in the City of New York (a city with a population of 1 million or more) all fire Chiefs (paid or volunteer) who work in a fire department or company that employs six (6) or more paid fire fighters must meet minimum qualifications established by the State Fire Administrator.

**MINIMUM STANDARDS FOR CAREER FIRE CHIEFS**

Civil Service Law section 58-a and 19 New York Codes, Rules and Regulations (NYCRR) section 426.9 establish minimum qualifications for fire chiefs appointed pursuant to the Civil Service Law. In addition, General Municipal Law section 204-dd and 9 NYCRR Part 227 establish minimum qualifications for fire chiefs of a career and combination fire departments. To be eligible for provisional or permanent appointment as fire chief, pursuant to Civil Service Law, the candidate must meet the following:

- 1.) Possess National Certification Fire Officer III, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications or possess the training, education, experience, or combination thereof, determined by the State Fire Administrator (see guidance below); and

- 2.) Meet the core competencies for incident commander established by the State Fire Administrator, pursuant to General Municipal Law §204-dd and 9 NYCRR Part 227 (<http://www.dhSES.ny.gov/ofpc/regs/firechiefminqualifications.cfm>).

**Guidance regarding alternatives to meet the fire chief minimum education qualification requirement:**

The State Fire Administrator will consider alternative training, education, experience, or a combination thereof, as appropriate and adequate substitute(s) for the NFPA 1021 Fire Officer III certification.

Alternate training, education and/or experience may include the following:

- 1.) Possess New York State (NYS) Supervisory Level 1 certification, pursuant to 19 NYCRR 426.9, or National Certification Fire Officer 1, pursuant to NFPA 1021, and 10 or more years of service as the fire chief, subject to Civil Service Law §58-a; or
- 2.) National Certification Fire Officer 1, pursuant to NFPA 1021 and completion of the National Fire Academy, Executive Fire Officer Program and supervisory experience above first-line supervisor; or
- 3.) National Certification Fire Officer II, pursuant to NFPA 1021, supervisory experience above first-line supervisor, and 60 college credits.

**MINIMUM STANDARDS for FIRE CHIEF of a CAREER or COMBINATION FIRE DEPARTMENT**

General Municipal Law §204-dd and 9 NYCRR Part 227 establish minimum qualifications for fire chiefs, volunteer or career, of a fire department with six (6) or more paid, civil-service appointed career firefighters. To be eligible for election or appointment as the Fire Chief, a candidate must meet the core competencies established by the State Fire Administrator for Incident Commander, based upon the Recommended Best Practices for Firefighter Training. A career fire chief appointed pursuant to the Civil Service Law must also meet the minimum qualifications established pursuant to Civil Service Law §58-a and 19 NYCRR Section 426.9.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license, without restrictions or conditions, to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** January 15, 1976  
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