

CITY OF NEW AUBURN JOB DESCRIPTION

POSITION TITLE: Fire Chief

SUPERVISOR: City Council

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to perform a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire.

RESPONSIBILITIES:

- ◆ Plans, coordinates, supervises and evaluates Fire operations.
- ◆ Establishes policies and procedures for the Fire Department.
- ◆ Help the city clerk to prepare an annual budget for the Fire Department.
- ◆ Directs the implementation of the Departments' budgets; plans for and reviews specifications for new or replaced equipment.
- ◆ Responds to alarms and may direct activities at the scene of major emergencies.
- ◆ Directs the operation of departmental in-service training activities.
- ◆ Maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- ◆ Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
- ◆ Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers.
- ◆ Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- ◆ Performs building inspections to check compliance with fire codes.
- ◆ Attends conferences and meetings to keep abreast of current trends in the field.
- ◆ Represents the City Fire Department in a variety of local, county, state and other meetings.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of modern fire suppression and prevention procedures, techniques, and equipment.
- ◆ Knowledge of first aid and resuscitation.
- ◆ Knowledge of applicable laws, ordinances, standard operating procedures and regulations.
- ◆ Ability to train and supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to effectively give and receive verbal and written instructions.
- ◆ Ability to perform strenuous physical activity.

TRAINING AND EXPERIENCE:

- ◆ Graduation from high school or equivalent.
- ◆ Four (4) years prior experience in fire fighting and prevention.