

FIRE CHIEF
(City of Olean)

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative and supervisory work involving responsibility for planning, coordinating and directing all fire prevention and firefighting activities and the training of recruits. Work is performed under the direction of the Mayor with considerable leeway for the use of independent judgment in administering the activities of the department and maintaining high standards of performance. A Fire Chief (City of Olean) does related work as required.

TYPICAL WORK ACTIVITIES:

- Reports to and assumes command at all major fires and extraordinary emergencies;
- Plans, coordinates, and directs the overall activities of all firefighting units;
- Assigns personnel to perform specialized firefighting and fire prevention and ambulance duties;
- Supervises the investigation of fires;
- Directs the inspection of buildings for fire hazards to insure compliance with fire prevention ordinances;
- Maintains discipline and promotes the morale of the fire department;
- Reviews reports and makes inspections to determine the condition and efficiency of all firefighting units;
- Takes measures to correct deficiencies when they occur;
- Directs and inspects the maintenance and repair of all firefighting equipment;
- Directs the preparation and maintenance of personnel and activities records and reports;
- Interviews candidates for appointment to the department and makes recommendations;
- Directs the training of Fire Department personnel
- Prepares and presents monthly reports and the annual budget for the Fire Department;
- Recommends the purchase of supplies and equipment and the replacement of deficient firefighting equipment;
- Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities;
- Studies and sets up plans for dealing with possible conflagrations and other emergencies;
- Initiates and develops public relations policies for the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern firefighting and fire prevention principles, methods and equipment; thorough knowledge of the city's building code and fire prevention laws and ordinances; thorough knowledge of the geography, building conditions and major fire hazards of the city; thorough knowledge of safety precautions used in firefighting, including modern first aid and rescue equipment; thorough knowledge of modern principles of

fire department administration; demonstrated ability to plan, coordinate and direct firefighting and fire prevention activities; ability to develop and maintain cooperative relations with the public, initiative; resourcefulness; sound judgment in emergencies; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- 1) Four years of satisfactory permanent competitive class service as a Fire Captain; or
- 2) Six years of satisfactory permanent competitive class service as a Fire Lieutenant; or
- 3) An equivalent of (1) and (2) above.

AND

1. Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications; and
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. 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 REQUIREMENT: Candidates must meet the following requirements to be eligible for appointment:

1. Certification as an Emergency Medical Technician (EMT) issued by the NYS Health Department in accordance with Part 800, Chapter VI of the State Emergency Medical Services Code.
2. Must possess and maintain the appropriate level Motor Vehicle Operator's license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 7/74 City of Olean Civil Service

Revised: 12/4/20