

Jurisdictional Class: Competitive  
Adopted: May 9, 1991  
Revised: May 13, 2019

## **FIRE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important administrative, firefighting, and EMS work involving responsibility for planning and coordinating the activities of, and for the condition and efficiency of, all firefighting and EMS units of the municipality. The work is performed under administrative direction in accordance with established policies and objectives permitting considerable leeway for the exercise of independent judgment in directing the activities of the fire department. The work is reviewed through conferences and reports. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reports to and assumes command at all major fires and extraordinary emergencies;  
Plans, coordinates, and directs the overall activities of all professional and volunteer firefighting and EMS units;  
Assigns staff to perform specialized firefighting, fire prevention, and EMS duties;  
Supervises the investigation and determination of causes 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 and EMS units;  
Takes measures to correct deficiencies when they occur;  
Directs and inspects the maintenance and repair of all firefighting and EMS equipment;  
Directs the preparation and maintenance of personnel and activities records and reports;  
Directs training of professional and volunteer fire department personnel;  
Prepares and presents the annual budget for the fire department;  
Consults with superiors regarding major policy determinations;  
Recommends the purchase of supplies, the procurement of equipment, and the replacement of deficient firefighting and EMS equipment;  
Attends meetings and conferences and addresses interested groups regarding fire prevention, firefighting, and EMS activities;  
Studies and sets up plans for dealing with possible conflagrations and other emergencies;  
Initiates and develops public relations policies for the department;  
Recruits and coordinates volunteer firefighter augmentation to department.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern firefighting, fire prevention, and EMS methods and equipment;  
Thorough knowledge of state and the municipality's building codes and fire prevention laws and regulations;  
Thorough knowledge of the geography, building conditions, and major fire hazards of the municipality;  
Thorough knowledge of safety precautions used in firefighting and EMS activities;  
Thorough knowledge of current trends regarding the administration of firefighting, fire prevention, and EMS activities;  
Demonstrated ability to plan, coordinate, and direct firefighting, fire prevention, and EMS activities;  
Ability to maintain discipline and promote morale;  
Ability to develop cooperative relations with the public;  
Ability to exercise sound judgment.

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### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Fire Science or related fire or emergency services field and ten (10) years of paid experience in firefighting and fire prevention in a fire department, four (4) years of which must have been as a Fire Lieutenant, Fire Captain, or higher-level position; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Fire Science or related fire or emergency services field and twelve (12) years of paid experience in firefighting and fire prevention in a fire department, four (4) years of which must have been as a Fire Lieutenant, Fire Captain, or higher-level position; or
- (c) Completion of at least eight (8) courses in Fire Science or related fire or emergency services fields through the New York State Division of Homeland Security and Emergency Services Office of Fire Prevention and Control, the Department of Defense, or any other State's certifying agency and fourteen (14) years of paid experience in firefighting and fire prevention in a fire department, four (4) years of which must have been as a Fire Lieutenant, Fire Captain, or higher-level position; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above. Applicant must still possess a minimum of four (4) years of experience as a Fire Lieutenant, Fire Captain, or higher-level position.

### **And, candidates must also meet the following qualifications:**

In accordance with New York State Civil Service Law Section 58-a, all Fire Chiefs appointed on or after January 20, 2019 in any fire department or fire district that employs five (5) or more paid firefighters must meet the minimum qualifications as established by the State Fire Administrator of the New York State Office of Fire Prevention and Control (OFPC). Informational Bulletin issued by OFPC, dated February 2019, states, in addition to the minimum qualifications and/or promotional qualifications prescribed; candidates must also meet the following qualifications:

- (1) Possess National Certification as a Fire Officer 3, pursuant to national Fire Protection Associate (NFA) 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 NFA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
  - (a) New York State Supervisor Level 1 certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer 1 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 NFA 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.

Fire Chief

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.