

Dunn's Corners Fire District

Chief Job Description

General:

Plans, directs, supervises, and coordinates the activities of the Fire Department in the performance of its duties to provide fire prevention, suppression services, and other services relating to the protection of lives and property.

Responsible to:

Reports to the District Operating Committee (OC), which reviews work for effectiveness in conformance to established policy.

Primary Responsibilities and Duties:

Assists the OC in the development of the annual budget and in preparation of operational reports.

Develops and enforces policies, goals, and objectives related to the Dunn's Corners Fire Department.

Conducts annual performance reviews of volunteer officers, and provides general and specific guidance, training, and discipline for subordinates.

Assures 24-hour on-call command officer coverage for all fire and emergency incidents.

Attends conferences, schools, and various meetings to keep abreast of new developments in fire fighting, fire prevention, training, administration, management, and leadership.

Confers with agents of other governmental jurisdictions, with the Insurance Services office, and the Office of the State Fire Marshal. Coordinates mutual aid and automatic aid with other fire agencies.

Directs the maintenance of records of fire calls and fire losses. Enforces fire codes and other laws, ordinances and regulations. Assists the State Fire Marshal's office in investigations to determine cause and origin of fires in the District.

Develops and implements fire hazard abatement and life safety programs; reviews plans for all new construction to eliminate fire hazards.

Maintains an area disaster operation plan for the Fire Department.

Assures the proper maintenance and operation of all firefighting and other emergency equipment; recommends to the OC the replacement of existing equipment and the acquisition of new equipment as part of the budget process.

Performs related duties as required.

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Typical Activities:

Operates District vehicles (fire trucks, etc.). Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.

Stoops, kneels, crouches, crawls, and climbs during emergency work; stands and walks for extended time periods; hearing and vision within normal ranges; works in an environment with exposure to smoke, dust, dirt, and significant temperature changes between cold and heat.

Communicates orally and in writing with District staff, co-workers, volunteers, and the public in face-to-face and one-on-one settings; regularly uses a telephone or radio for communication; uses office equipment such as computer terminals, copiers, and FAX machines.

Qualifications:

Knowledge of the principles and practices of organization and management of fire departments and the demonstrated ability to implement them in a volunteer fire department setting.

Familiarity with advanced methods, practices, and techniques of fire suppression, fire prevention, and code enforcement.

Familiarity with federal and state regulations regarding the fire service, emergency medical services, and safety in the workplace; familiarity with fire and building codes, fire insurance rating standards, fire evacuation planning, and water supply needs for fire protection.

Ability to work harmoniously with other employees; make decisions independently in accordance with established policy, use initiative and judgment in planning, organizing, and supervising others in the completion of tasks and responsibilities with only limited instruction and guidance, use tact and judgment when dealing with the public, and communicate effectively and in writing.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be: ten years experience in the fire service, including 2 years of supervisory experience at the rank of Fire Captain or higher.