

# **ALBANY COUNTY FIRE DISTRICT #1**

## **JOB DESCRIPTION**

### **Fire Chief**

#### **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Fire Department including fire prevention, fire suppression, fire training and assisting emergency medical services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the department and Albany County Fire District #1.

The Fire Chief is responsible, through study and consultation with District officials, for developing recommendations for the protection of life and property in the County. The Fire Chief consults with the District Board and District Coordinators on problems of policy and planning but works independently in supervising technical operations.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff of Department. The Fire Chief reports to the Fire District Board.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Fire Department services and activities including, but not limited to, fire prevention, fire suppression, fire training and assisting in emergency medical services.

Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within County policy, appropriate services, and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures including deployment strategies for personnel and equipment; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; maintain efficient and cost-effective emergency response teams.

Represent the Fire Department to other departments, elected officials, and outside agencies; explain and interpret Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.

Select, train, motivate, and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; assist in implementing discipline and dismissal procedures.

Plan, direct, and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments, as necessary.

Coordinate Fire Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence to the District Board.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.

Ensure proper maintenance and availability of equipment and apparatus; ensure proper maintenance of buildings and facilities.

Respond to major fire alarms and personally direct fire suppression activities, as necessary.

Direct and participate in the research of alternative approaches to fire suppression, hazardous materials mitigation, emergency medical service assistance and emergency programs.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of latest trends and innovations in the field of fire science.

Respond to and resolve difficult and sensitive inquiries and complaints.

### **OTHER JOB-RELATED DUTIES**

Perform related duties and responsibilities as assigned by the Fire District Board.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of comprehensive fire prevention, fire suppression, fire training and emergency medical service assistance programs.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration  
Pertinent Federal, State, and local laws, codes, standards, and regulations.

Modern fire prevention, fire suppression, and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of the various types of fire apparatus equipment, tools, and devices.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Advanced principles and practices of budget preparation and administration.

command theory and resource management.

Recent developments, current literature, and sources of information related to fire suppression, fire training and emergency medical service assistance.

Principles of supervision, training, and performance evaluation

Safe driving principles and practices

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate communications equipment.

**Ability to:**

Learn local geography including the location of water mains and hydrants and the major fire hazards of the Fire District.

Provide administrative and professional leadership and direction for the Fire Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient fire suppression, fire training, fire prevention, and emergency medical service assistance.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and Fire District needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Plan, direct and review fire suppression, emergency medical service assistance, and hazardous materials emergencies operations and activities.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative and financial reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of responsible experience in fire suppression, fire training, fire prevention, and emergency medical service operations. Experience including 3 years of progressive management, administrative and supervisory experience is preferred.

**Training:**

Bachelor's degree, or equivalent, from an accredited college or university with major course work in fire science or a related field is preferred.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; some exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call.

**HR Review:** November 2023

DRAFT