

## **CHIEF OF FIRE (MANLIUS)**

**41175**

**(Competitive)**

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for supervising and melding the activities of Firefighters and Paramedics working in a combination volunteer/paid fire department. Under general supervision of the Village Board, an employee in this class plans, coordinates, and directs the overall operation of the fire department, including fire suppression, emergency medical services, fire prevention, public education, and administrative and support services. Supervision is exercised over a large number of paid and volunteer members of the department. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Responds to fire alarms and other emergencies as needed; directs personnel at the scene of incidents.

Supervises all career and volunteer members of the fire department.

Oversees administration and adherence to Village departmental policies and procedures daily.

Assists with the development and implementation of in-service programs, newsletters, and work tasks.

Develops and administers long range plans and objectives.

Oversees annual operating budget, including preparation of budget estimates.

Attends Village Board, County and State fire service meetings, workshops and conferences.

Develops, and implements recruitment/retention programs.

Conducts and oversees performance appraisals of career staff and volunteer officers.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of fire fighting and emergency medical principles, practices, and equipment.

Thorough knowledge of the rules and regulations of the Fire Department.

Good knowledge of the principles and practices of supervision.

Good knowledge of management practices and negotiating skills.

Good knowledge of training practices and techniques.

Good knowledge of the principles of fire administration, and the ability to apply these principles effectively.

Ability to maintain productive discipline and high morale.

Ability to work directly with the media, the public, and government officials.

Ability to lead and give effective orders.

Ability to adopt a quick, effective, and reasonable course of action in an emergency situation.

Ability to prepare technical and administrative reports.

Ability to communicate effectively, both verbally and in writing.

### **MINIMUM QUALIFICATIONS**

A. Ten (10) years of fire service experience, or its part-time equivalent, which must have included three (3) years of supervisory experience in a combination fire department (paid/volunteer) as a Fire Chief; or

B. Ten (10) years of fire service experience, or its part-time equivalent, which must have included five (5) years of supervisory experience in a combination fire department (paid/volunteer) as a Fire Captain.

### **SPECIAL NECESSARY REQUIREMENT**

At time of appointment, possession of a valid drivers license issued by the New York State Department of Motor Vehicles appropriate to the vehicle(s) being operated.

11/2017 Date of Original Composition