

# Hurricane Fire & Rescue Hurricane, WV

## Job Description

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|---------------------------|
| <b>Position</b>           |
| <b>Description Number</b> |
| <b>Adopted</b>            |
| <b>Effective Date</b>     |
| <b>Pages</b>              |

|               |
|---------------|
| Fire Chief    |
| 800.201       |
| March 1, 2007 |
| April 7, 2007 |
| 3             |

### GENERAL FUNCTION

Highly responsible administrative, technical, and supervisory position involving responsibility for the direction of all members and activities of the district fire department. Individual exercises responsibility for planning, organizing, directing, coordinating an emergency organization. The Fire Chief is specifically concerned with preventing and minimizing the loss of life and property by fire. Responsibilities include operational planning and development for fire department and civil defense; public and community relations activities; consulting with other district and municipal departments, and public, private and government agencies as needed in line with departmental goals. The Fire Chief must be knowledgeable with all aspects of modern firefighting science. The work requires the ability to exercise sound analytical and decision-making skills. The work is performed with considerable independence and latitude in the supervision of all technical fire operations. Work performance is evaluated by attainment of departmental objectives; review of activities, observed results, and through periodic conferences with the Board.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Maintains responsibility for overall successful operation of firefighting function.

Participates in firefighting, control, and prevention activities; may take personal charge or command in any fire and/or emergency situation; makes departmental decisions as required by circumstances or need.

Maintains responsibility for and participates in the development of drills.

Analyzes and evaluates departmental reports and statistics to ascertain trends and patterns; deploys personnel and resources to meet situational needs.

Develops and manages the annual departmental budget, including equipment needs.

Develops long and short range objectives and goals; uses organizational ability to perform departmental program planning; allocates responsibilities to resource components, to monitor and coordinate activities and to ensure successful performance and achievement of overall objectives.

Ensures safe and efficient operation and maintenance, repair of all assigned equipment vehicles, apparatus and facilities.

Promulgates public inquiries and complaints; works to resolve questions, provide assistance or clarify questions and/or refers to appropriate information source.

Inspects personnel, equipment, and facilities to ensure compliance with internal policies, practices, and procedures for safe and efficient operation.

Represents the fire department to the general public and media; makes speeches and presentations consistent with good community-fire department relations.

Informs Board of activities and operations; prepares and presents agenda items for Board Meetings as required or related to departmental needs and function.

Ascertain and applies developments in technology, operating techniques, and requirements related to assigned area.

Attends and participates in workshops, seminars, conferences, committee meetings, and public hearings related to assigned area.

Conducts internal staff meetings; prepares and presents agenda items.

Ensures compliance with departmental record keeping and reporting functions and requirements.

Plans, organizes and evaluates existing work assignments and programs; recommends equipment to serve specific areas and changes in population density; establishes allocations to meet changing requirements.

Directs and may participate in work assignments of departmental support staff and firefighting personnel.

Evaluates assigned personnel for efficiency and effectiveness; initiates personnel actions of recruitment, discipline, termination, training, and development; resolves personnel problems; provides technical support and guidance in work activities.

Develops and submits equipment and apparatus bid specifications.

Performs other job related duties as required by the Board.

### **SUPERVISORY RESPONSIBILITIES**

Assistant Fire Chief, Captain, Lieutenant, Firefighters (Certified and Non-certified), Secretary.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Senior membership for one year and five-years related experience and/or training; or equivalent combination of education and experience. Reference Hurricane Fire & Rescue By-Laws for minimum requirements.

Individual must hold a valid West Virginia driver's license.

Combat status requires the ability to perform prolonged arduous physical activity under hazardous and adverse conditions.

College level courses in Management, Fire Science, Public Administration or a related field is preferred.