

## **FIRE CHIEF - 043**

### **DEFINITION OF WORK**

Under general direction, performs difficult administrative and complex protective services work in directing the full activities of the Fire Department; does related work as required.

### **EXAMPLES OF WORK**

Plans, programs, directs and evaluates the operation of the Fire Department; develops annual budget proposals and controls budgeted expenses; formulates and implements fire policies, procedures, rules, regulations and programs; prepares and reviews operational and administrative reports; promotes, assigns and disciplines all personnel; supervises maintenance of all records and materials associated with fire prevention or suppression activities or administration; makes periodic public addresses; meets with the news media for interviews; attends meetings and serves on committees, boards, and agencies related to promoting fire prevention and improving fire suppression; evaluates work of employees.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree in fire science or public administration and extensive administrative experience of a wide and progressively responsible nature in the fire services.

**Knowledge, Skills and Abilities:** Thorough knowledge of fire administration, including organization, staffing, financing, equipment management and maintenance, records and reports; thorough knowledge of modern firefighting techniques and equipment; thorough knowledge of the laws and regulations relating to the control and prevention of fire; ability to plan, layout and review the activities of a fire department and to maintain discipline; ability to exercise sound judgement in emergencies; ability to analyze the effectiveness of a firefighting organization and to institute improvements; ability to prepare and review reports; ability to establish and maintain satisfactory working relationships with employees, other officials and the public.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

