

## **Job Description**

### **Fire Chief - City Of Phoenix**

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

---

The fundamental reason this classification exists is to direct and manage all fire fighting, fire prevention, and fire service activities of the City. The Fire Chief is responsible, through study and consultation with City officials, for developing recommendations for the protection of life and property in the City. Administrative duties include planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief consults with the City Manager on problems of policy and planning, but works independently in supervising technical operations.

#### **ESSENTIAL FUNCTIONS:**

- Directs and oversees the activities of the Fire Department;
- Plans, implements, and reviews departmental short and long-range goals;
- Develops general policies for the administration of the department;
- Evaluates needs and makes recommendations for construction of fire stations and the purchase of apparatus and equipment;
- Prepares annual budgets and controls expenditures;
- Establishes operational standards for the department;
- Attends conferences and seminars on fire administration to keep abreast of developments in the field;
- Responds to alarms and directs activities at the scene of larger fires or incidents;
- Develops recommendations for the protection of life and property in the City;
- Consults with the City Manager, the City Manager's staff, and department heads on problems relating to fire fighting, emergency medical services, and other related services;
- Directs administrative functions including planning, personnel administration, equipment purchasing, and the allocation of resources;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

**Required Knowledge, Skills and Abilities:**

Knowledge of:

- The principles, practices, methods, and equipment employed in modern fire fighting.
- Fire hazards and fire prevention techniques.
- The use of fire records and their application to fire prevention and fire protection administration.
- The rules and regulations of the department and City laws and ordinances pertaining to fire prevention.

Ability to:

- Direct and coordinate a multidisciplinary staff in fire fighting, fire prevention, and fire service activities.
- Perform a broad range of supervisory responsibilities over others.
- Maintain discipline and respect of employees.
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, in group settings, or using a telephone.
- Comprehend and make inferences from written material in the English language.
- Observe, monitor, or compare data to determine compliance with prescribed operating standards.
- Establish relationships and work cooperatively with City officials, employees, and the public.
- Lead and command effectively in emergency situations.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Review or check the work products of others for conformance to standards.
- Work safely without presenting a direct threat to self or others.

**Additional Requirements:**

- This position requires the use of personal or City vehicles on City business. The individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Performs other marginal functions as assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of supervisory fire fighting experience at a level which has afforded the opportunity to become familiar with all phases of departmental operations and a bachelor's degree, supplemented by successful completion of supervisory courses in fire department administration and fire prevention and business or public administration. Other combinations of experience and education that meet the minimum requirements may be substituted.

