



CLASS SPECIFICATION FOR:
Fire District Chief

General Statement of Duties:

Coordinates the activities of Fire Battalion Chiefs in fire and emergency service operations, EMS operations, fire prevention, community services, volunteer firefighter operations, specialty teams and associated support functions Division-wide; does related work as required.

Distinguishing Features of Class:

The incumbent in this class is responsible for directing and coordinating fire-suppression, special operations, EMS operations and fire prevention and investigation activities, to include ensuring adequate response time, the use of established and appropriate firefighting and EMS techniques and the proper training of Fire, EMS and Prevention personnel. Though the focus of this class is on management, administration and supervision, the incumbent must at all times demonstrate the physical capability to perform firefighting/EMS duties and will thus receive ongoing and intensive training in all phases of the fire service and emergency medical services. General supervision and administrative direction are received from an Assistant Fire Chief. An employee in this class may act on behalf of or serve in the stead of an Assistant Fire Chief when so assigned.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises and is responsible for the Fire and EMS Operations, Training or Fire Prevention sections, so as to ensure their maximum performance and efficiency;
- Coordinates and maintains liaison with other sections within the Division and General Government structure;
- Examines all communications forwarded through the Operations Section and when necessary makes investigations and reports findings;
- Responds to multiple alarms of fire or other emergencies and assumes formal fire or EMS command as required;
- Responds to any and all alarms as deemed necessary to observe operations and to determine that standards of performance are being maintained;
- Responsible for the development of the budgets for the Fire and EMS Operations sections, Training section, Prevention section, Specialty Shops and Specialty Teams, together with necessary justifications;
- Coordinates visits to all Operations Section facilities to inspect personnel, equipment and buildings to ascertain whether standards are being maintained and to identify problem areas;
- Ensures that fire companies and other personnel are conducting inspections and pre-fire analyses of buildings and other properties for emergency planning and to help eliminate potential fire hazards;
- Serves as the Executive Officer On Call (EEOC) as scheduled;
- Maintains an adequate level of staffing to cover existing stations and companies;
- May serve as the County Fire Marshal;
- Supervises the activities of the community services unit and its community instruction and public relations programs;
- Administers a comprehensive fire prevention program, which includes responsibility for industrial and commercial property inspection, review of fire safety/evacuation procedures and plans of development, and the investigation of fire cause and origin;
- Oversees the comprehensive training program for all personnel in the Operations, Training and Prevention sections;
- Responsible for the proper performance of the volunteer firefighter complement;
- Coordinates the submission of all required fire suppression, EMS and fire prevention reports to the Assistant Chief;
- Ensures that mutual aid agreements with surrounding jurisdictions are carried out;
- Ensures that members of the respective sections act in the absence of officers in their respective commands as necessary and appropriate;
- Works to develop teamwork and uniformity and consistency within and among sections;
- Confers with officers under command to ensure consistency in the execution of established procedures and orders;
- Meets with the Fire Chief, Deputy Fire Chief and Assistant Fire Chief at regular intervals to apprise them of section operations;
- Supervises administrative details, including approving leave requests and personnel changes;
- Conducts disciplinary hearings and makes recommendations to the Assistant Chief;



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Examples of Assigned Duties (*continued*)

- May assist in the hiring and promotional process, hiring and interview boards and on other committees as assigned and as directed;
- Projects future needs for the Fire, EMS, Training or Prevention sections;
- Coordinates Division activities with the Communications section of the Division of Police;
- Works with the volunteer rescue squads to coordinate EMS programs and functions, to include volunteer recruitment and retention efforts;
- Coordinates the EMS program with the Medical Director and medical facilities;
- Performs related work as assigned.

Required Knowledge, Skills and Abilities:

Comprehensive knowledge of the layout and location of County streets, roads and principal buildings; comprehensive knowledge of fire laws, codes, ordinances and regulations; comprehensive knowledge of modern firefighting methods, fire prevention, emergency medical services, equipment and appliances; comprehensive knowledge of the complement of firefighting and rescue facilities, the location of water mains, hydrants, and major fire hazards; extensive knowledge of good training techniques and practices and of personnel management, budget procedures and general administration; ability to observe and make critical analyses and to organize and command firefighters and equipment in emergency situations; ability to meet and deal effectively with the public; ability to supervise tactfully and to maintain discipline effectively; ability to present ideas clearly and concisely, both in writing and orally; physical condition that permits the full effective performance of activities necessary in and inherent to the firefighting profession.

Minimum Education and Experience:

Education: Graduation from high school supplemented by additional fire training and/or college courses;

Experience: Ten (10) years of firefighter experience, including three (3) years as a Fire Captain;

OR: Possession of an associate's degree in fire science or a related field and eight (8) years of firefighter experience, including three (3) years as a Fire Captain; OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Possession of a valid driver's license issued by the State of Virginia.
- Requires annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the position.

G.A.T.0010

Career Code:

Date of last Revision: 30-Jun-2012