



City of Clinton

Job Description

Fire Department

Fire Chief 2021

JOB TITLE: Fire Chief

Nature of Work

This is a highly responsible administrative, supervisory, and technical work in directing fire suppression activities and Emergency Medical Services.

Work involves responsibility for the administration and coordination of fire suppression activities through supervision of subordinate command level officers and review of their activities. The incumbent makes administrative and operational decisions pertaining to firefighting, fire prevention, fire inspection, fire investigation, and EMS. Duties involve policy development, establishing training standards, and providing guidance in enforcement of various laws, codes, and ordinances. Considerable initiative and independence of actions is required in the position. Incumbent works under the general supervision of the Mayor and work is reviewed through conferences, written reports, accomplishment of desired results, and accomplishment of established objectives.

Illustrative Examples of Work

(Any position of this class may not include all duties listed, nor do listed examples include all duties which may be found in position of this class.)

- Responds to fire alarms and emergency calls; evaluates situation and if necessary, takes command of fire suppression or other emergency activities; assumes command at major fires and complicated emergency operation; calls for additional personnel and apparatus to assigned stations.
- Plans, organizes, and directs fire suppression operations, provides for training and discipline of personnel.
- Exercises purchasing and budgetary control; assists in personnel selection process and programs; reviews recommendations on purchase of equipment; approves specifications for equipment.
- Answers variety of inquiries regarding services, complaints, procedures, etc.
- Confers with Mayor on major policies; attends conferences and meetings; conducts staff meetings with subordinate personnel.

- Recommends approval or disapproval of requests from subordinates on personnel matters, to include: employment, pay adjustments, promotions, classification changes, and disciplinary actions.
- Reviews various reports for accuracy, and content to ensure compliance with various reporting requirements.
- Performs other duties as assigned.

Desirable Knowledge, Abilities, and Skills

- Extensive knowledge of the principles, methods, and equipment used in fire fighting, rescue operations, fire preventions, and EMS.
- Extensive knowledge of the principles, practices, procedures, and equipment used in modern firefighting, prevention, and fire personnel training.
- Extensive knowledge of the municipal fire laws, and city and department policies, procedures, and regulations.
- Extensive knowledge of department and city rules and regulations; location of streets, fire alarm phones, fire hydrants, buildings, and general geography of the City of Clinton.
- Extensive knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Ability to act quickly and calmly in emergency situations; to supervise fire fighting activities; to evaluate fires, recognize dangerous situations, and use sound judgement in handling them.
- Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Must maintain a valid Mississippi vehicle operator's license.

Desirable Education and Experience

Graduation from a high school or acceptable equivalent supplemented by formal courses in fire suppression, business or public administration and nine (9) years of progressively responsible experience in fire suppression work including a minimum of five (5) years in a position of Fire Lieutenant or higher.

OR

A degree from an accredited college or university with major course work I fire suppression, business administration, public administration or related field and seven (7) years of progressively responsible experience in fire suppression work including a minimum of two (2) years in a position of Fire Lieutenant or higher.

Minimum Special Requirements

Completion of all training required by lower positions.