**VOLUNTEER FIRE CHIEF – JOB DESCRIPTION**

**DEFINITION**

**Under direction of the Board of Fire Commissioners,**

**assists in the management and discipline of the Deptford Fire District No. 1 career,**

**uniformed fire department by supervising a group of fire**

**companies engaged in providing fire protection for persons and**

**property, as well as does other related duties. This includes the direct supervision of the career Captains and Lieutenants, as well as Volunteer Battalion Chiefs. Duties also include the formulation of management policies and practices, and the responsibility of directing the effectuation of such management policies and practices.**

**EXAMPLES OF WORK:**

**At fires, takes charge of responding companies, deploys**

**firefighting forces, orders needed reinforcements, and**

**supervises firefighting activities and the use of needed**

**apparatus, equipment, and materials.**

**Supervises the career, uniformed firefighters with direct supervision over the career Captains and Lieutenants, as well as Volunteer Battalion Chiefs.**

**Makes periodic inspections of firefighting personnel and**

**equipment to ensure efficient performance.**

**Inspects fire department company headquarters for cleanliness,**

**orderliness, and maintenance of the building, equipment, and**

**apparatus from the standpoint of serviceability.**

**Supervises and takes a leading part in fire prevention**

**activities within an assigned municipal area.**

**Conducts training classes for subordinate fire officers and**

**firefighters.**

**Speaks before groups of citizens and others on modern fire**

**department methods, procedures, and practices.**

**Makes and supervises the making of investigations of violations**

**of fire laws, ordinances, codes, and fire hazards, and**

**institutes needed action.**

**Makes investigations of fires to determine needed action, when Fire Official(s) or Fire Official’s staff are unable to complete investigations.**

**Prepares reports.**

**Supervises the establishment of records and files.**

**Plans, organizes, and assigns work of the organizational unit**

**and evaluates employee performance and conduct, enabling the**

**effective recommendation of the hiring, firing, promoting, and**

**disciplining of subordinates.**

**Formulates management policies and practices, and has the responsibility of directing the effectuation of such management policies and practices, with consultation with the Board of Fire Commissioners.**

**Will be required to learn to utilize various types of electronic**

**and/or manual recording and information systems used by the**

**agency, office, or related units.**

**REQUIREMENTS:**

**EDUCATION:**

**Graduation from high school, vocational high school, or**

**possession of an approved high school equivalency certificate.**

**EXPERIENCE:**

**Two (2) years of supervisory experience involving the**

**extinguishing of fires.**

**CERTIFICATION**

**In accordance with NJAC 5:73-1.6(b), c & (d), effective**

**February 17, 2000, applicants for this position must possess a**

**valid Incident Management Level 1 certification issued by the**

**New Jersey Division of Fire Safety, Department of Community**

**Affairs.**

**LICENSE:**

**Appointees will be required to possess a driver's license**

**valid in New Jersey only if the operation of a vehicle, rather**

**than employee mobility, is necessary to perform essential duties**

**of the position.**

**Medical Examination**

**As a prerequisite for appointment, appointees may be**

**required to pass a thorough medical and psychiatric examination**

**to be administered by the appointing authority; any**

**psychological, medical, or physical condition or defect which**

**would prevent efficient performance of the duties of the**

**position, cause the appointee to be a hazard to himself/herself**

**or others, or become aggravated as a result of performance of**

**these duties, will be cause for rejection.**

**KNOWLEDGE AND ABILITIES:**

**Knowledge of laws and ordinances which are significant from the**

**fire prevention point of view.**

**Knowledge of the proper methods of fighting various types of**

**fires.**

**Knowledge of the location of schools, large buildings, streets**

**and fire alarm boxes in the municipality.**

**Knowledge of the types of communication available for fire use.**

**Knowledge of procedures likely to be effective in enlisting the**

**support of citizens and others in taking fire preventative**

**measures.**

**Ability to analyze and interpret laws, ordinances, rules,**

**regulations, standards, and procedures and apply them to**

**specific situations and cases.**

**Ability to supervise the maintenance and repair of fire**

**department buildings and equipment.**

**Ability to note and initiate action.**

**Ability to obtain new and improved equipment, materials, and**

**supplies.**

**Ability to remain cool, decisive, and alert in emergency**

**situations.**

**Ability to supervise the performance of firefighters at fires**

**and the use of equipment and apparatus.**

**Ability to speak effectively before large and small groups on**

**subjects relating to fire prevention and the procedures used in**

**fighting fires.**

**Ability to make investigations of fire hazards and violations of**

**fire laws and to prepare clear, sound, accurate, and informative**

**reports.**

**Ability to utilize various types of electronic and/or manual**

**recording and information systems used by the agency, office, or**

**related units.**

**Ability to read, write, speak, understand, and communicate in**

**English sufficiently to perform duties of this position.**

**American Sign Language or Braille may also be considered as**

**acceptable forms of communication.**

**Persons with mental or physical disabilities are eligible as**

**long as they can perform essential functions of the job after**

**reasonable accommodation is made to their known limitations. If**

**the accommodation cannot be made because it would cause the**

**employer undue hardship, such persons may not be eligible.**

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