

FIRE CHIEF (Part-time)  
(Village of Pelham)

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position that has responsible charge over planning and directing all fire fighting and fire prevention activities of the department. The conduct of in service training of personnel, as well as the maintenance of a high level of performance of the department is a direct responsibility of the Chief. General direction is received from the Fire Commissioner or Commissioners. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Takes active command at major fires and extraordinary emergencies;

Assigns firefighters to stations and shifts;

Recommends the purchase of equipment and supplies, addition of personnel, and other matters for the betterment of the service;

Plans and directs training activities for the department;

Supervises the investigation and determination of the causes of fires;

Directs the inspection of buildings for fire hazards to insure compliance with local fire prevention ordinances;

Maintains discipline and promotes morale of the fire department;

Reviews reports and makes inspections to determine the condition and efficiency of the department;

Directs and inspects the maintenance and repair of all fire fighting equipment;

Prepares and presents the annual department budget;

Consults with superiors regarding major policy determinations;

Attends meetings and conferences and addresses interested groups on fire fighting and fire prevention activities;

Initiates and develops public relations policies for the department;

Coordinates activities of fire department with other municipal departments and agencies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

EXAMPLES OF WORK: (Illustrative Only) (Continued)

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of modern firefighting and fire prevention methods and equipment; thorough knowledge of the municipality's building code, fire prevention regulations, and geography; thorough knowledge of fire fighting and fire prevention activities; ability to maintain discipline and promote morale; ability to interpret the work of the fire departments and to maintain cooperative relationships with other municipal officials and with the public; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; integrity; initiative; resourcefulness; dependability; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Seven (7) years of paid or verifiable, active volunteer experience as a Firefighter, including one (1) year as a superior officer.

SPECIAL REQUIREMENT:

In accordance with New York State Civil Service Law Section 58-a, all Fire Chiefs appointed on or after January 20, 2019 in any fire department or fire district that employs six (6) or more paid firefighters must meet the minimum qualifications as established by the State Fire Administrator of the New York State Office of Fire Prevention and Control. Therefore, to be eligible for provisional or permanent appointment as Fire Chief on or after January 20, 2019, in addition to the promotional qualifications prescribed by the Westchester County Department of Human Resources, the candidate must meet the following qualifications:

- 1) Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications;
- 2) Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ);
- 3) The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
  - (a) New York State Supervisory Level 1 certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer 1 certification) and 10 or more years of service as Fire Chief in a civil service position;
  - (b) Possess National Certification as a Fire Officer 2, pursuant to NFPA 1021; and
    - (i) 10 or more years of progressive supervisory responsibility in the field of fire or emergency services and 60 college credits\*; or
    - (ii) 5 or more years of progressive supervisory responsibility in the field of fire or emergency services and 120 college credits\*
    - (iii) 5 or more years of service as Fire Chief, in a civil service position;
    - (iv) 5 or more years of service as a chief officer (Assistant Chief, Battalion Chief, Deputy Chief) in a civil service position and completion of the National Fire Academy, Executive Fire Officer Program or the Center for Public Safety Excellence, Chief Fire Officer designation.