

Position Title: **FIRE CHIEF (CITY OF CORNING)**

Jurisdictional Classification: Competitive Class

Adopted by the City of Corning  
Civil Service Commission: November 30, 1993;  
Revised December 20, 2006;  
Revised October 21, 2009

Revised by the Steuben County  
Department of Civil Service: April 19, 2010

*Robert F. Biehl*, Personnel Officer



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

The work involves responsibility for the administration, planning, and coordinating of all firefighting and fire prevention activities in a municipality. The position entails responsibility for the protection of lives and property, the instruction and training of Firefighters as well as the maintenance of high standards of performance throughout the department. Work is reviewed through reports and conferences. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

1. Plans, coordinates, and directs the overall activities of all firefighting units;
2. Reports to and assumes command at all major fires and extraordinary emergencies;
3. Assigns personnel to perform specialized firefighting and fire prevention duties;
4. Supervises the investigation and determination of causes of fires;
5. Directs the inspection of buildings for fire hazards to ensure compliance with fire prevention ordinances;
6. Maintains discipline and promotes the morale of the Fire Department;
7. Reviews reports and makes inspections to determine the condition and efficiency of all firefighting units;
8. Directs and inspects the maintenance and repair of all firefighting equipment;
9. Directs the training of all fire department personnel;
10. Prepares and presents the annual budget for the Fire Department;
11. Recommends the purchase of supplies and equipment and the replacement of deficient firefighting equipment;
12. Attends meetings and conferences and addresses interested groups regarding fire prevention and firefighting activities;
13. Studies and sets up plans for dealing with possible conflagrations and other emergencies;
14. Initiates and develops public relations policies for the Department; and
15. Other related duties and responsibilities as may be assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

- Comprehensive knowledge of modern firefighting and fire prevention principles, practices, and equipment;
- Thorough knowledge of the City's fire prevention laws and ordinances;
- Thorough knowledge of the geography, building constructions, and major fire hazards of the municipality;
- Thorough knowledge of rescue and first aid techniques;
- Ability to administer, supervise, evaluate, and conduct training programs;
- Ability to make detailed observations and to translate these into a well-organized comprehensive written report;
- Ability to lead and supervise subordinates;
- Ability to maintain good relations with the public;
- Resourcefulness;
- Sound judgment in emergencies; and
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATION(S)**

Graduation from high school or possession of an equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Fire Science or a closely-related field and six (6) years of full-time or equivalent part-time satisfactory experience in firefighting that includes one (1) year as Fire Chief or two (2) years as a supervising fire officer; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Fire Science or a closely-related field and eight (8) years of full-time or equivalent part-time satisfactory experience in firefighting that includes one (1) year as Fire Chief or two (2) years as a supervising fire officer; or
- (c) Ten (10) years of full-time or equivalent part-time satisfactory experience in firefighting that includes one (1) year as Fire Chief or two (2) years as a supervising fire officer.

**SPECIAL REQUIREMENT(S)**

Possession of a valid New York State Class D or higher Driver License is required for appointment and must be maintained for the duration of appointment. Suspension, revocation, or other interruption of any such driver license shall be grounds for termination of employment.

---