

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>FR60</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>7704</b>
<b>PG:</b>	<b>520</b>
<b>EEO:</b>	<b>1</b>

**CLASSIFICATION TITLE: FIRE CHIEF**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional administrative and supervisory work directing the operations and personnel of the Roswell Fire and Rescue Department to protect the lives and property of all citizens. Work involves managing the daily operations of the department with primary responsibility in establishing, interpreting and ensuring proper execution of Departmental policies and safety procedures. Administers, explains, and implements modern firefighting techniques, fire prevention theories, proper rescue activities, and emergency medical services functions. Under the general direction of the City Administrator, performs managerial tasks at the director level with responsibility for short and long term planning, budget administration, personnel management, and public relations activities.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates departmental staff; instructs, assigns and reviews work; maintains standards through the effective coordination of activities; conducts performance evaluations; allocates personnel; acts on employee problems; provides approval for new hires, transfers, promotions, disciplinary action, employee discharge, and salary administration issues.

Develops and implements policies and procedures to enhance the operation of the department; ensures employees comply with City and departmental policies, procedures and safety rules.

Reviews, approves, and enforces departmental Standard Operating Procedures; ensures proper maintenance and testing of fire equipment and tools and the proper maintenance of such records; ensures corrective measures are taken to resolve safety hazards or maintenance problems.

Develops and submits departmental operating budget; provides budgetary recommendations during the approval process; ensures the department operates within budget following established budgetary guidelines.

Develops the strategy and time line for long term plan for delivery of fire prevention, develops annual work plan in conjunction with divisions and bureaus; monitors, implements and modify work based on organizational demands and available resources.

Develops and establishes annual departmental objectives and long and short-range goals to ensure the effective delivery of quality services to the public through effective operation of the department.

Attends seminars and participates in training programs and certification classes in modern firefighting methods, investigations, and administration as required.

May respond to calls and direct, if necessary, work of the department during extreme emergencies.

Reviews all working conditions, including all training programs related to fire, rescue and fire prevention, and ensures all working conditions are safe during fire and rescue operations, and in compliance with Fire Standard Labor Act.

Conducts community fire prevention and safety educational programs to explain and promote public understanding of fire safety.

Operates a personal computer, printer, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department. Operates fire suppression equipment and vehicles including fire engines, ladder trucks, and rescue trucks when participating in emergency call response.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Fire Science or closely related field; ten years of progressively responsible experience in fire suppression and prevention as an officer or higher level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess a certification as a State of Georgia Certified Firefighter or NFPA 1001 – FF1 equivalent. Possession of a valid State of Georgia driver's license (Non-commercial Class B) or be able to obtain upon employment if licensed in another state.

### **PERFORMANCE APTITUDES**

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Work requires broad professional knowledge of fire administration, firefighting techniques, fire prevention, communications, rescue, and emergency medical services as well as a comprehensive knowledge of the functional activities required in management of a large public safety organization. Must have thorough knowledge of the geography of the City and the location of streets, principal buildings, streets, and fire hydrants. Must possess thorough knowledge of principles, practices and procedures of modern fire fighting, fire prevention, and fire personnel training. Must have a solid understanding of the organization and operation of a volunteer fire department.

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Administrative essential functions are regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*