

CLASS TITLE: FIRE CHIEF

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for planning, organization, and direction of the fire department's resources for maximum effectiveness, efficiency and safety; and performs other related required duties.

ESSENTIAL TASKS:

- Performs strategic planning for the Fire Department
- Responds to and manages major incidents
- Manages all subordinate personnel
- Prepares, administers, and monitors the budget
- Formulates, implements, and enforces various procedures and policies
- Coordinates with various other individuals, groups, and organizations
- Must report to work on a regular and timely basis

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and ten (10) years of experience as a fire fighter.

Knowledge, Abilities, and Skills: Comprehensive knowledge of fire fighting and fire service administration practices, procedures, equipment, and communications; comprehensive knowledge of Instant Command System operations; and comprehensive knowledge of labor relations and negotiations. Ability to supervise fire fighters and fire support staff; ability to operate word processing and database software; ability to analyze emergency situations quickly and effectively; ability to communicate effectively, both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Must be a sworn fire fighter with the City of Tulsa; and possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; occasionally exposed to fire fighting hazards; and subject to emergency response and 24-hour callback.

Class Code: 1103

EEO Code: E-01

Pay Grade: EX-65

Group: Public Safety

Series: Fire

Effective date: July 1, 2000