

**DEPARTMENT:** NORTH TONAWANDA FIRE DEPT.  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 5, 2023

**FIRE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position involving responsibility for planning and directing all fire fighting and fire prevention activities. The position entails responsibility of the highest order for the protection of lives and property. Assuring that recruits receive instruction and training, as well as the maintenance of high standards of performance throughout the force, are final responsibilities of the Chief. The work is carried out under the general direction of, and in conformance with, policies established by the Mayor and Common Council. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Takes active command at fires of all companies responding to the alarm;
2. Makes recommendations for the purchase of equipment; addition of personnel, and other matters for the betterment of the service;
3. Is responsible for discipline and morale of the department;
4. Oversees the investigation of the causes of fires occurring within the city;
5. Prepares oral and written reports on all activities of the department;
6. Prepares departmental budget;
7. Issues working orders for the department;
8. Oversees the inspection of sprinkler systems, fire alarm systems, buildings, and plans for compliance with fire prevention activities, including periodic inspections of buildings, premises, and industrial processes for fire hazards and the education of the public.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of modern fire fighting principles, practices and equipment, and fire methods; thorough knowledge of the city's building code, and fire prevention laws and ordinances; thorough knowledge of the physical layout of the city and of the fire hazards and conditions of buildings within the city; administrative ability of a high order; ability to plan, supervise, and coordinate the work of others; ability to interpret the work of the fire department and to maintain cooperative relationships with other city officials and the public; integrity; resourcefulness; sound judgment; good physical condition.

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Candidates must be permanently employed in the competitive class and must have served on a permanent basis for two (2) years as an Assistant Fire Chief or five (5) years as a Fire Captain in the North Tonawanda Fire Department immediately preceding the date of examination.

**SPECIAL REQUIREMENTS FOR APPOINTMENT:**

1. Possess National Certification as a Fire Officer 3, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications or possess the training, education, experience, or combination thereof, determined by the State Fire Administrator (see #3 below); and
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); and
3. Meet the core competencies for incident commander established by the State Fire Administrator pursuant to General Municipal Law 204-dd and 9 NYCRR Part 227; and
4. The following education and experience may be substituted for NFPA 1021 Fire Officer 3 Certification, upon the approval of the State Fire Administrator:
  - a. Possess NYS Supervisory Level I certification pursuant to 19 NYCRR 426.9 (i.e. NYS Fire Officer I certification) or National Certification Fire Officer I, pursuant to NFPA 1021, and 10 or more years of service as the fire chief, subject to Civil Service Law 58-a; or
  - b. National Certification as a Fire Officer 1, pursuant to NFPA 1021 and completion of the National Fire Academy, Executive Fire Officer Program and supervisory experience above first-line supervisor; or
  - c. National Certification as a Fire Officer 2, pursuant to NFPA 1021, supervisory experience above first-line supervisor, and completion of sixty (60) college credits.