

FIRE CHIEF

Job Category: Administrative
Department: Fire

Job Code No.: FD-01
Pay Grade: P28
FLSA Status: Exempt

NATURE OF WORK

This is a highly responsible administrative and supervisory position in directing the operation of the City of Huntington Fire Department. The Fire Chief is responsible for performing a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and other emergency services to prevent or minimize the loss of life and property by fire and other hazardous conditions. The employee works under the direction and at the will and pleasure of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates, supervises and evaluates fire and other emergency operations.

Establishes policies and procedures for the Fire Department in order to implement directives from the Mayor.

Plans and implements policies and programs for the City in order to better carry out the goals and objectives, including those set forth in the City's Equal Employment Opportunity (EEO) Policy; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Supervises and coordinates the preparation and presentation of an annual budget for the Fire Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.

Coordinates with Fire Civil Service Commission to address personnel and other issues in accordance with state code and local Fire Civil Service Rules and Regulations.

Responsible for all alarms and may respond to alarms and direct activities at the scene of major emergencies as required.

Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

Directs the operation of departmental in-service training activities; controls the expenditure of departmental appropriations.

Handles grievances in accordance with state laws and the contractual agreement; maintains departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits reports to the Mayor regarding the department's activities and prepares a variety of other reports as appropriate, including the annual report of activities.

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Plans departmental operation with respect to equipment, apparatus and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

Maintains knowledge of the National Response Framework (NRF), National Incident Management System (NIMS), Incident Command System (ICS) and maintains competency to serve in emergency management roles as assigned by the Mayor.

Regularly attends training courses, educational symposiums, seminars and maintains established certifications to ensure the Fire Department maintains compliance with WV State Fire Commission requirements and best practices to the extent practicable.

Meets with elected or appointed officials, other fire officials, community and business representatives and the public on all aspects of the department's activities.

Serves as a primary spokesperson for the City of Huntington Fire Department.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited college or university with a bachelor's degree in fire science, public administration or a closely related field; master's degree preferable; considerable command experience, including not less than ten (10) years of progressively responsible full-time fire suppression experience; must have performed a minimum of three (3) years of consistent administrative and/or supervisory duties with a full-time fire department of similar or larger size and complexity at the Captain level or above; **or any equivalent combination of education and experience.**

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern fire suppression and prevention and emergency management principles, procedures, techniques and equipment.

Working knowledge of first aid and resuscitation techniques, applicable laws, ordinances, departmental standard operating procedures and regulations.

Knowledge of computer software packages, such as Microsoft Office and/or Data Collection.

Ability to train and supervise subordinate personnel.

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Ability to perform work requiring good physical condition.

Ability to communicate effectively, both verbally and in writing.

Ability to address and communicate effectively with a culturally diverse population.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to effectively give and receive verbal and written instructions.

Ability to establish and maintain effective working relationships with City officials, employees and the public.

Ability to handle confidential information and matters in a discreet and professional manner.

SPECIAL REQUIREMENTS

Completion of the NFPA 1021 Fire Officer Level II or equivalent and ability to obtain the required West Virginia State Fire Commission Fire Chief Certification.

Hazardous Material Operations level certification, including unified command; willing to obtain Technician Level within two (2) years from date of hire.

Completion of the United States Department of Labor apprenticeship program, including certification as Journeyman Firefighter.

Successful completion of a medical physical conducted in accordance with the promotional standards of the City of Huntington Fire Department.

Valid driver's license from state in which employee resides.

TOOLS AND EQUIPMENT USED

Motor vehicle, car phone, telephone, computer, calculator, radio and all types of equipment used in fire suppression.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell.

The employee frequently lifts and/or moves up to 10 pounds and occasionally lifts and/or moves up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually moderately quiet in the office and moderately loud at an emergency scene.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.

Approval:  _____
Department Head

Approval:  _____
Mayor

Effective Date: 6/24/26