

CITY OF OMAHA CLASS SPECIFICATION

No. 2620

FIRE CHIEF

NATURE OF WORK

This is administrative and technical work in planning, organizing, directing, and implementing the prevention, suppression, investigation, training, and emergency medical service activities of the Omaha Fire Department. An incumbent in this classification exercises complete independence in the performance of duties subject to review by the Mayor and City Council.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Plans, organizes, and supervises through the use of subordinate Assistant Chiefs the work of sworn and civilian personnel to include interviewing, hiring, firing, disciplining, training, and evaluating.

Plans and directs the Fire Department activities, reviews departmental performance and effectiveness, and formulates programs or policies to alleviate deficiencies. Assesses the effectiveness of programs and procedures, making changes where necessary to improve operations.

Manages and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the approved budget; monitors expenditures to ensure budget compliance; and plans for and reviews specification for new or replacement equipment.

Formulates policies and standard operating procedures to govern the activities of employees of the Fire Department. Implements and ensures policies and procedures are followed.

Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of Fire Department operations.

Meets with sworn and civilian members of the Fire Department, other City Directors, City employees, civic groups and members of the public to discuss issues, explain policies and procedures, respond to questions, and resolve complaints.

Confers with other governmental officials and members of the public concerning fire prevention and other fire administration issues. Cooperates with county, state, and federal offices whenever their operations overlap with those of the Omaha Fire Department.

Plans methods and procedures to meet operating needs and service demands, studies records and reports, ascertains present conditions, and obtains information upon which to base programs.

Evaluates and determines training needs, and reviews and approves plans for orientation and in-service training.

Responds to major fires and other disasters to provide general direction, and offers mutual aid services to nearby jurisdictions.

Prepares and submits periodic reports to the Mayor regarding the Department's activities, and prepares a variety of other reports as appropriate.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of public administration.

Knowledge of departmental rules and regulations and the Fire Department manual of Standard Operating Procedures.

Knowledge of modern fire fighting principles, practices, and procedures.

Knowledge of the fire prevention ordinances, the practices and techniques of fire prevention, including inspection procedures and methods of eliminating hazardous conditions.

Knowledge of the causes of fires and the law, methods, and techniques of arson investigation.

Knowledge of the operation and maintenance of fire fighting apparatus and other equipment, including communications equipment.

Knowledge of the hazards involved in fighting fires and other emergency situations and the essential safety precautions to avoid them.

Knowledge of emergency medical treatment principles and techniques.

Knowledge of the principles and techniques involved in administering training and instruction to sworn departmental personnel.

Knowledge of the principles and techniques of effective management.

Ability to analyze the effectiveness of the department and to correlate its development with changing conditions in the City.

Ability to assess the efficiency of the operation of a bureau or program, make recommendations for change, and effect the changes promptly and tactfully.

Ability to prepare and maintain an annual budget.

Ability to plan, supervise, and coordinate the activities of subordinates.

Ability to maintain awareness of activities occurring at emergency scenes, assess relevant information rapidly, and respond quickly and calmly to direct the work of subordinates.

Ability to communicate effectively orally and visually, and to read, comprehend, and write the English language at the twelfth grade level.

Ability to comprehend and at all times adhere to the Firefighter Code of Ethics.

Ability to understand written and oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to stand and reach from 26 to 50% of the time; and to bend, stoop, walk, lift, and type up to 25% of the time.

Ability to sit most of the time, occasionally standing and walking, using up to ten (10) pounds of force occasionally and a lesser amount of force frequently or constantly to lift, carry, push, or pull to move objects.

EDUCATION AND EXPERIENCE (The knowledge, skills and abilities above may be acquired through the following education and/or experience.)

Bachelor's degree in Fire Service Management, Business Administration, Public Administration, Emergency Management or closely related field.

Master's Degree in such a field or Executive Fire Officer Certificate preferred.

AND

Fifteen (15) years of firefighting experience, including the rank of Battalion Chief or its equivalent or higher for a minimum of three (3) years.

SPECIAL QUALIFICATIONS

Must possess a valid class "O" motor vehicle operator's license.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise. However, at times an incumbent in this classification is required to work outdoors in all weather conditions, near or with vibrating machinery or moving mechanical parts, in high places or confined spaces, in conditions of high humidity, fumes, odors, dust, mists, gases, or poor ventilation, and subject to exposure to infectious diseases or hazardous materials.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed, nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Automobile
Computer
Calculator
Mobile and Portable Radios

Approved: 3/31/1994
5/27/1999
3/29/2007
1/31/2008
10/31/2013

Attachment A

FIREFIGHTER'S CODE OF ETHICS

As a firefighter, my fundamental duty is to serve mankind; to safeguard lives and property; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed and in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feeling, prejudices, animosities or friendships to influence my decisions. I will perform my duties without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession. . .fire prevention and suppression.