

FIRE CHIEF

DEFINITION: Under general direction, performs administrative and management duties of considerable difficulty in planning, organizing and directing the Navajo Nation Fire Rescue Services Department; serves as technical advisor to the Division Director on all matters pertaining to fire protection and prevention; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, coordinates and directs the fire prevention, inspection and maintenance programs of the Fire and Rescue Services Department; reviews department performance and effectiveness and formulates department policies to alleviate effectiveness; supervises and coordinates training of personnel; consults with tribal and local officials, and fire protection experts in formulating and monitoring fire polices, codes and regulations; develops and administers fire protection programs to ensure the protection of life and property on the Navajo Nation.

Prepares budget and proposals; maintains control of department expenditures and submits periodic reports on fiscal activities; justifies changes to staffing levels, budgets and priorities; prepares comprehensive fire reports; assigns personnel and equipment based on special qualifications and department capability; investigates fires of serious significance; evaluates the need for and initiates procedures for equipment purchases; conducts public education programs as required.

Supervises emergency responses to accident scenes and assumes command at scene of emergencies and disasters, directing emergency, firefighting and rescue personnel; coordinates mutual fire protection and emergency preparedness plans with the surrounding communities; ensures proper maintenance, repair, and improvement of equipment, trucks and other property; attends meetings.

KNOWLEDGE SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern administrative and supervisory principles.

Knowledge of rural firefighting techniques and equipment.

Knowledge of causes and characteristics of fires.

Knowledge of Life Safety Codes NFPA (101) and all other applicable codes.

Knowledge of the Navajo Nation and surrounding areas including locations of towns, communities, highways and roads.

Knowledge of the Navajo culture and language,

Skill in directing the performance of fire suppression, rescue and prevention activities.

Skill in writing administrative and technical reports.

Skill in reading and interpreting building codes.

Skill in developing and implementing new programs.

Skill in interpreting laws and applying them to current and future situations.

Skill in analyzing data and drawing valid conclusions.

Skill in maintaining effective working relationships.

Skill in communicating effectively both orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves strenuous work in both office and outdoors providing fire suppression, rescue, and prevention activities.

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MINIMUM QUALIFICATIONS: A Bachelor's degree in Fire Science; and four (4) years work experience providing fire and rescue services, two (2) years of which must have been in a supervisory capacity; **or** an Associates of Science degree in Fire Science or related field; and six (6) years work experience providing fire and rescue services, three (3) years of which must have been in a supervisory capacity; **or** a high school diploma or GED; and eight (8) years work experience in providing fire and rescue services, four (4) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Must possess a Fire Officer I and II Certificate, a valid state driver's license and must pass a physical agility test as stated in the National Fire Protection Standard Form 1001. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, an EMT-Basic or First Responder Certificate, Hazardous Material Technician Level Certificate and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate, a Fire Leadership Level I and II Certificate, and a Fire Fighter I and II Certificate.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.