

**CITY OF HARTFORD**  
**JOB DESCRIPTION**

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Job Title	.....	<b>FIRE RESCUE CHIEF</b>
Department	.....	Fire Rescue
Reports To	.....	Mayor

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TYPICAL DUTIES (These examples are only representative work examples for this classification and do not include all duties or special work assignments that may be required of this classification or job)

- Supervises and evaluates personnel.
- Supervises the cleaning and minor maintenance of quarters and equipment.
- Prepares work schedules and assignments to utilize manpower and equipment for proper and adequate staffing.
- Enforces department policies, rules, and regulations.
- Purchases supplies for department needs.
- Gives specific or general information in response to public or official inquiries.
- Maintains operational records and makes reports.
- Coordinates training and activities of the department.
- Prepares departmental budget estimates and periodic and special reports.
- Maintains a correct current inventory of all City owned properties in the department.
- Opens, reads, and routes incoming mail.
- Performs other related duties as required.

**Qualifications:**

- Must have at least five years of fire service.
- Must possess a valid Vehicle Operator’s License issued by the Alabama Department of Public Safety.
- Must possess Firefighter I and II certifications from Alabama Fire College.
- Must possess Fire Instructor I certification from Alabama Fire College.
- Must possess Fire Officer I and II certifications from Alabama Fire College.
- Must be certified in National Incident Management System 100, 200, 700, and 800.
- Must meet the City of Hartford’s employment physical standards which includes drug/alcohol testing.
- Must be licensed by the Alabama Department of Public Health as a Paramedic.

**Required knowledge, skills, and abilities:**

- Thorough knowledge of the Insurance Services Office Fire Suppression Rating Schedule and apply the knowledge to obtain the best fire rating possible
- Ability to develop and install administrative procedures and operations and to evaluate their efficiency and effectiveness.
- Ability to maintain composure and apply knowledge of the incident command system to properly manage large scale incidents such as structure fires, hazardous material spills, complex motor vehicle accidents, etc.
- Ability to exercise judgment and discretion in developing, applying, and interpreting city policies and procedures.

Ability to establish and maintain effective working relationships with officials, other city employees and the general public.

Ability to maintain appropriate records.

Thorough knowledge of the use of medical records.

Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.

Thorough knowledge of the principles and practices of supervision.