

City of Dallas
Classification Specification

Title:	Fire Chief	Class Code:	24311
Application:	Single Incumbent	Pay Grade:	F9
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose

Directs, through subordinates, all departmental operations and activities and enforcement of Fire Codes to ensure protection of the citizens and property of Dallas from destruction by fire or conflagration, and to ensure proper and efficient operation of the department.

Essential Functions

1. Supervises, regulates and manages the department, and controls all departmental activities including fire suppression, fire prevention, and emergency medical services.
2. Designates the order of succession of the Assistant Chiefs to specify who will perform the duties of the Chief in the event of disability, absence from city, or inability to perform duties for any other cause.
3. Maintains acceptable fire and emergency medical service response times for the city to prevent destruction and ensure proper protection for property and citizens of Dallas.
4. Coordinates emergency requirements with other City departments as needed.
5. Maintains effective public relations with the media and citizen groups.
6. Classifies City fire services regarding number of persons to be employed to conform with City ordinances.
7. Exclusively controls the stationing and transferring of all fire personnel under City Manager rules and regulations or according to City ordinances.
8. Prescribes the specifications and manner of wearing protective clothing and uniforms.
9. Establishes and enforces policies, rules, regulations and procedures, and takes appropriate disciplinary action when needed.
10. Acts as the Director of Emergency Preparedness by ensuring efficient operations to guarantee effective handling of emergency situations.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work

Thorough knowledge of principles and practices of public administration.

Thorough knowledge of fire tactical operations, emergency rescue, ambulance services, fire investigations, fire prevention and education, evaluation of fire equipment and fire codes.

Thorough knowledge of the principles and practices of personnel administration.

Ability to plan, direct, and supervise others.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Work performed under normal office conditions.

On call 24 hours a day to respond Code 3 to large fires and other emergencies.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.