

Mechanicsburg Borough Fire Chief Description

The Borough Fire Chief position is a department head level position. The Borough Fire Chief shall administer all operations of the Mechanicsburg Fire Services and is responsible for the planning, organizing, coordinating, directing, and budgeting of all functions, policies, and procedures. Ensure protection of the lives and property of the citizens from loss due to fire or related hazards; coordinates operations of these services with other departments and agencies.

Administrative:

- Attend meetings of the Mechanicsburg Borough Council and make reports as needed or directed.
- Schedule & Attend meetings of the Mechanicsburg Borough Fire Officers and the Fire Committee, making reports as needed.
- Respond to correspondence.
- Prepares and administers the Fire Department budget in conjunction with the fire company chiefs and Borough Manager, with feed back to the fire company's.
- Recommends and enforces Borough's Fire Codes, ordinances, policies and procedures, and working with the Borough Codes Officer.
- Has sufficient knowledge of the Insurance Service Office (ISO) to achieve the best possible rating with the available resources for the Borough.
- Directs the establishment and maintenance of records necessary to meet legal requirements and standards as adopted by the Borough.
- Attend meetings of the Fire Chiefs Associations and other professional organizations and agencies as warranted.
- Coordinate all reports of Borough Fire Equipment losses.
- Monitor both Fire Company's training activities and if possible plan at least one joint training session per quarter.
- Monitor and update Borough Fire SOG's as necessary.
- Set up annual Hose, Ladder, and Pump testing and other equipment as necessary.
- Annual review of Borough Box System and work with company chiefs as necessary.
- Point man for Knox Box System and promote same.

Community:

- Promotes fire safety, life safety, and awareness to the community, local business, Schools, and assist in the Borough Fire Prevention program.
- Meets with the public and deals with various officials and citizens in furthering the public relations work of the department.
- Represents the Fire Department in relationships with the public, community groups, professional organizations, other district departments and outside agencies.
- Develops and coordinates Department's disaster planning with the County/Borough's master plan.
- Develops and maintains an up to date resource list.

Educations & Experience:

- Five (5) years of Borough firefighting experience, including Three (3) years as Chief Fire Officer.
- Essential of Firefighting and Advance Firefighter.
- Demonstrate knowledge of Pump and Aerial Operations.
- Incident Command System Management
- Min. First Aid & CPR
- Hazardous Material Operation
- Background in Arson Investigation.
- EVOG or equivalent
- A satisfactory state police background check.
- A valid driver's license and pass DMV check.

Knowledge:

- Fire Department administration, operation and organization
- Laws, Ordinances, and Codes affecting the Fire Department
- Current principles and practices of fire and life safety, fire suppression and fire prevention
- Fiscal and budgetary practices
- Operation and maintenance of fire apparatus and equipment
- Principles and practices of management and training of fire personnel
- Methods of firefighting, fire inspections and fire prevention
- Geography, type of building construction, major fire hazards, water supply, fire and building laws and zoning regulations.

Abilities:

- Written and Oral communications
- Computer skills
- Decision making, analysis, and problem solving
- Leadership
- Management and control
- Flexibility
- Planning and organization
- Adaptation to stress
- Maintenance of records and reports
- Establish and maintain working relationship with governmental officials, volunteers and the public.

Physical Abilities:

- Sufficient clarity of speech and hearing of other communication capabilities
- Sufficient vision of other powers of observation
- Sufficient manual dexterity to operate a personal computer, telephone and other related equipment
- Sufficiently pass a random drug test.

NOTE:

NFPA/ISO Qualifications for Fire Department Officers

NFPA 1021: Standard for Fire Officer Professional Qualifications

NFPA 1500: Fire Department Occupational Safety & Health Program

NFPA 1501: Fire Department Safety Officer

ISO : Fire Department shall be organized on the basis of rules and regulations of state
And local government and one person shall be responsible to operate under
Department title of Chief (1960)

Chief:

- Min. 21 years old
- Five (5) years in the Fire Service
- Module I (66 Hours)
- First Responder (40 Hours)
- Hazmat Course (16 Hours)
- Officers Course (16 or 30 Hours)
- ICS Incident Command System (NFA) (16 Hours)

Asst. Chief: Same as Chief