

**Troy Fire Protection District**  
**Position Description**  
**Fire Chief**

**NATURE OF WORK**

The FIRE CHIEF shall have charge of the administration of the Fire District and act as its chief executive officer under the direction of the District Board of Trustees ("BOARD").

**MAJOR DUTIES & RESPONSIBILITIES**

The FIRE CHIEF's duties shall include, but not be limited to:

1. Planning the Fire Protection District's ("District") long- and short-term operational needs, maintaining records, assisting in the preparation of the annual equipment, and maintenance of all facilities and equipment.;
2. Supervising the operation of the Fire District and its day to day operations and activities; scheduling assignments; directing all firefighting, rescue, EMS and other emergency service operations and the activities of the Fire District; supervision of all subordinate officers and fire/EMS personnel; assuring the professional investigation of all fires and coordinating such activities with the Office of the State Fire Marshal and local authorities; and inspecting buildings with the District as required by the Fire Investigation Act and Office of the State Fire Marshal and in conjunction with other local authorities; reviewing and approving subdivision plans for water supply and fire hydrant installation when requested; preparation, submission, and filing of all required fire reports with the Office of State Fire Marshal or any other governmental agency or authority;
3. Directing, assigning, and being responsible for the activities and performance of all District's personnel, organizing and arranging the District's personnel as best serves the District, subject to approval by the BOARD; selecting, placing, training, transferring, dismissing and recommending dismissal of personnel subject to District policies, state law, and the direction of the BOARD;
4. Enforcing all applicable rules and regulations, ordinances, laws, general and special orders, District directives; suggesting new or amended regulations, rules, policies, and procedures deemed necessary for the welfare of the District;
5. Maintaining effective working relationships between District personnel, government officials, and the general public, including businesses within the District; addressing public groups regarding the activities of the District and promoting public understanding of the District's work; maintain liaison with other local emergency service providers and agencies; and the Office of the State Fire Marshal and Illinois Emergency Planning Agency;
6. Attending meetings, seminars, conferences, etc., at the local, state, national and international level subject to approval by the BOARD; and

7. In general, performing all duties normally incident to the office of the FIRE CHIEF and such other duties as may be prescribed by the BOARD from time to time.
8. The FIRE CHIEF also shall be responsible for communicating with the BOARD on a regular and continuing basis so that the BOARD is advised on a timely basis of matters which might require policy guidance from the BOARD. Communications shall include but not be limited to attendance at all BOARD meetings (unless otherwise directed) and submission to the BOARD of monthly and annual written reports of the status of the District.
9. The FIRE CHIEF shall comply with all District rules and regulations (and all existing and future amendments thereto) governing the performance and conduct of District personnel.