

## **FIRE SUPERINTENDENT (PT)**

### **TOMPKINS COUNTY**

**Department** Village of Cayuga Heights

**Classification** Non-competitive Part-time ONLY\*

**Labor Grade** \_\_\_\_\_

**Approved** Draft- 11/23/73; Final- 12/20/73

**Revised** \_\_\_\_\_

**By** HH; Commissioner of Personnel; Vill. Bd. Reso. 2184

\* Approved NC PT per NYS CSC 1/22/74

**DISTINGUISHING FEATURES OF THE CLASS:** Has responsibility for maintenance and operation of a fire station and assists in the administrative activities of the fire department. This is firemanic work involving responsibility for the efficient and economical maintenance and operation of a fire station and the performance of various administrative duties. The work is performed under the general direction of the Council of the Fire Department with wide leeway for independent action of questions of procedures and order of tasks. Supervision may be exercised over a small number of maintenance and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects equipment, grounds, and station to ensure proper order and condition;  
Plans and inspects maintenance work being performed;  
Conducts tests of and supervises the maintenance of fire alarm systems;  
Trains and instructs personnel of fire department as to the proper maintenance of station and operation of equipment;  
Supervises and assists in safety inspection;  
Under direction of the Fire Council, purchases equipment and supplies;  
Assists in the preparation of annual budget;  
Performs such public relations duties as lecturing on fire prevention and safety;  
Acts as liaison between volunteers, Fire Council, and Village Board of Trustees;  
Directs the compilation of records and preparation of reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of firemanic principles; working knowledge of administrative principles and practices; good knowledge of fire fighting; good knowledge of the repair and maintenance of automotive and electrical equipment; good knowledge of building maintenance practices; ability to lay out and supervise the work of others; ability to train individuals; ability to prepare reports; initiative; resourcefulness; good physical condition.

### **MINIMUM QUALIFICATIONS:**

Five years of experience as a paid or volunteer fireman.

5/20/88

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