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|  <p><b>STATE OF<br/>INDIANA</b><br/>CLASSIFICATION<br/>SPECIFICATION</p> | <b>Class Title:</b><br>Institutional Fire Chief                                                                                                                                                                      |                                   | <b>Class Code:</b><br>005AE1      |
|                                                                                                                                                           | <b>FLSA Status:</b><br>Exempt                                                                                                                                                                                        | <b>Salary Schedule:</b><br>POLE 1 | <b>Effective Date:</b><br>4-30-13 |
|                                                                                                                                                           | <b>Summary:</b><br>Incumbent performs and coordinates fire and safety functions in a large state institution operating a large security unit independent of assistance from community fire departments or resources. |                                   |                                   |

**Duties:**

Incumbent performs and coordinates fire and safety functions in a large state institution operating a large security unit independent of assistance from community fire departments or resources. General supervision is received from an administrative supervisor and consultation and planning assistance is received from central office safety and security consultant, but incumbent is responsible for all technical phases of the program, planning and developing the most effective overall offender, clerical employees and correctional staff.

Duties include:

- Directs employees in fire inspection, fire prevention and firefighting;
- Plans, develops and presents training programs for institution employees showing procedures, explaining policy manuals and departmental policies in the case of fire, disasters, routine drills, etc.;
- Supervises maintenance of firefighting equipment and fire alarm system including testing and approving or disapproving purchase of same;
- Requisitions supplies and equipment for department by contacting manufacturing companies for price quotes and other information;
- Makes out reports on fires and investigations in cooperation with local law enforcement officers, safety and inspection reports, etc.;
- Completes yearly performance reports on all subordinates;
- Attends training courses, seminars and workshops to keep abreast of changes in the firefighting and safety fields;
- Supervises methods and forms used to control transportation on grounds, the use of state owned cars, parking on grounds, etc.;
- Performs related duties as required.

**Job Requirements:**

- Extensive knowledge of fire prevention methods and practice techniques of fire prevention and firefighting to operate a full-functioning independent fire prevention, safety and security unit;
- Specialized knowledge of fire prevention laws and codes, Indiana Occupational Safety and Health Administration rules and regulations, institution rules, etc.;
- Specialized knowledge of law enforcement and security principles;
- Working knowledge of, and ability to operate, all types of firefighting equipment and fire trucks;
- Working knowledge of first aid;
- Ability to develop programs and train firefighters and institution staff in fire prevention and safety program of the institution;
- Ability to fill out fire inspection, financial and other types of reports;
- Ability to recognize fire hazards and prescribe corrective action;
- Ability to obtain a valid chauffer license.

**Difficulty of Work:**

Work involves directing a large safety, security and fire prevention operation within an institution. Work is broad in scope and involves complex variables. Incumbent must apply knowledge of laws and regulations as well as specialized technical skills in firefighting and security procedure. Work also requires ability to plan and direct a multi-faceted safety and security operation without relying on outlying community firefighting resources.

**Responsibility:**

Incumbent receives general instructions from supervisor with work being reviewed upon completion for compliance with procedures and policies. Incumbent must use own judgment in applying rules and regulations when acquiring equipment, developing alternative steps to safety program and developing and presenting training programs. Incumbent must also plan and develop the most effective overall security operation for the institution. Errors in decisions could result in loss of property and/or life.

**Personal Work Relationships:**

Incumbent works with correctional staff, offenders, department heads, city, county and state law enforcement officials, State Fire Marshal and the public for the purpose of coordinating fire inspection, fire prevention, safety and security programs.

**Physical Effort:**

Incumbent operates all firefighting equipment which involves carrying heavy ladders and fire extinguishers and driving a fire truck. Work is strenuous while incumbent is involved in firefighting.

**Working Conditions**

Incumbent is exposed to weather outdoors, but normally is not exposed to inclement weather conditions. Incumbent is exposed to the danger of supervising offenders at a correctional facility.