

STANDARD OPERATING PROCEDURES

Organization

Chapter: **III - Fire Department Organization**

Subject: **Position Descriptions**

Code: **1-III-1**

Revised: **7-04; 3-06; 2-09**

3.01 PURPOSE

- A. To list and define the duties and responsibilities of the various functional positions within Graham Fire-Rescue
- B. To provide a description of the relationship each position has to the chain of command.

3.02 POLICY

- A. A list of all department positions and their duties and responsibilities shall be contained within the Operations Manual.
- B. The functional relationship of the various positions within the department shall be verbally illustrated within said list.

3.03 FIRE CHIEF

- A. The Fire Chief is directly responsible to the City Manager.
- B. The Fire Chief directly supervises those in command of the department divisions: Administration/Ops, Prevention, and Training.
- C. The Fire Chief directly supervises those in command of staff positions: Secretary, Chaplain, Safety, President of the Volunteers, and Public Information Officer.

Duties and Responsibilities:

1. Overall administration of all Department operations and functions, including fire suppression, public service, fire prevention, building inspections, fire investigation and public education.
2. Overall administration of the Fire Department support activities, including department personnel functions, training, staffing, maintenance, supply and budgeting.
3. Protection of lives and property of citizens due to fire, man made or natural disasters.
4. Coordinates with other department heads within the city government.
5. Coordinates with other Fire Chiefs within the State, and County.
6. Serves as a source of information to the City Council and City Manager.