



**PURPOSE OF THE CLASSIFICATION:** Under administrative direction, plans, directs, manages and oversees the activities and operations of the Fire Department including policy development, fiscal management, emergency medical services, code enforcement, hazard response, fire safety, and fire suppression; coordinates assigned activities with other departments and agencies; and performs other related duties, as required.

**ESSENTIAL TASKS:**

- Plans organizes, directs, and coordinates the work of subordinate professional, technical and clerical personnel in conducting the fire and emergency medical service functions of municipal government
- Oversees Emergency Medical Services for quality assurance, medical control, and regulatory compliance
- Assumes full management responsibility for all department services and activities including the fire suppression, prevention, emergency medical response, public education, and hazardous material program activities and operation; oversees and participates in the development of policies and procedures for each service area
- Oversees and facilitates the development and implementation of the Fire Department strategic plan and other goals, objectives, policies, and priorities for each department service area
- Establishes, within City policy and budget, appropriate service and staffing levels
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly
- Oversees and facilitates, with management staff, the delivery of services for the department; and works with key staff to identify and resolve problems
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships
- Identifies opportunities for improvement and directs and implement changes
- Directs disaster preparedness and other fire protection programs to minimize the loss of life and property within the community
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet the following:

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**
- (b) Ten (10) years of experience as a fire fighter with the City of Tulsa

Knowledge, Abilities and Skills:

Comprehensive Knowledge of:

- Firefighting and fire service administration practices, procedures, equipment, and communications
- Incident Command System operations
- Labor relations and negotiations

Ability to:

- Supervise firefighters and fire support staff
- Operate word processing and database software
- Analyze emergency situations quickly and effectively



**CLASS TITLE | FIRE CHIEF**  
**PAY GRADE: EX-71 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)**

**Class Code: 1275**

**Effective Date: 03/13/2024**

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- Communicate effectively, both verbally and in writing
- Use the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; occasionally exposed to firefighting hazards; and subject to emergency response and 24-hour callback.

**EEO Code: E-01**  
**Group: Public Safety**  
**Series: Fire**