

## **INCENTIVE JOB DESCRIPTION 11/18**

**POSITION:** STATION CHIEF (Limited to 6)  
**DEPARTMENT:** FIRE DEPARTMENT  
**DIVISION:** FIRE/AMBULANCE

### **JOB OVERVIEW**

Under the supervision of the Deputy Chief, the primary responsibility of Station Chief is to provide administrative support at one of six assigned fire stations. The incentive for Station Chief will run each calendar year from January thru December. Station assignments will be limited to 2 years. The incentive for Station Chief will be appointed by the Fire Chief each year.

### **INCENTIVE**

The incentive will be \$0.41 per hour added to base pay for shift personnel (56 hour).

### **QUALIFICATIONS**

Must be a Lieutenant with the Clovis Fire Department and have management and supervisory skills necessary to fulfill duties and responsibilities listed below.

### **DUTIES AND RESPONSIBILITIES**

- Inspects and makes recommendations for maintenance of the station facilities, grounds and equipment once every quarter.
- Responsible for the assigned station location of all assigned fixed asset inventory items.
- Responsible for the inventory location of all equipment located on units.
- Posts for display any changes in policy, procedures, memos and other relevant information.
- Provide operational and supervisory support to all assigned station personnel on major or special station projects.
- Assist in the planning and development of the department budget.
- Provides recommendation for the purchase of fire fighting, medical and rescue equipment.
- Will maintain an inventory of replacement EMS supplies for normal operations as defined by the EMS Director.
- Track and confirm documentation of various station and equipment records including but not limited to; daily logs, monthly inventories and vehicle maintenance records.
- Responsible for the oversight and maintenance of a specialized assigned program.
- Other assigned duties as assigned by the Deputy Chief.