



# City of Anderson Fire Department

David Cravens, Chief

44 W. 5<sup>th</sup> St.

P.O. Box 2100

Anderson, Indiana 46018

(765) 648-6600 Fax (765) 648-6625

[www.cityofanderson.com/fire](http://www.cityofanderson.com/fire)

**Thomas Broderick Jr., Mayor**

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## Chief's Responsibilities

- Manages department personnel, including authorizing hiring recommendations, appointing officers, ensuring adequate staffing levels and efficient distribution throughout stations and shifts, monitoring training programs, evaluating performance, disciplining, and terminating as needed. Oversees administration of employee benefit programs and maintenance of related records.
- Collaborates with Assistant Chiefs in administering standard operating procedures, monitoring overall compliance, meeting regularly to discuss problems, and reviewing and updating as needed.
- Oversees administration of department budget, including monitoring expenditures and implementing cost-effective procurement procedures. Directs/ensures safe, efficient operation and continued maintenance of department vehicles, tools and equipment, and ensures maintenance of related records.
- Ensures inspection of structures within the city for compliance with applicable state and local fire codes and oversees investigation of causes and origin of fires, including initiation of legal action as appropriate.
- Serves as department liaison with elected officials, various boards/committees and community groups, communicating and cooperating on issues of common concern, such as ensuring effective mutual aid response with other county fire departments. Periodically responds to inquiries/ complaints regarding department operations and personnel as needed.
- Represents department at various community events, such as parades and ceremonies, and periodically prepares and makes public speaking presentations to community organizations.
- Periodically performs duties of other department personnel in their absence or as needed, including responding to alarms, driving to emergency incidents, monitoring operations, operating vehicles and equipment, and maintaining communication with personnel.
- Collaborates with Assistant Chiefs in preparing annual department budget, including analyzing and projecting needs for equipment, supplies and personnel, and discussing with Mayor, City Council, Township Trustees, Township Advisory Board, and/or Board of Public Works and Safety as requested or required.
- Maintains current knowledge of fire service trends, technology and philosophy by reading professional publications and periodically attending conferences, seminars and/or training as needed.
- Serves on 24-hour call for emergencies.
- Performs related duties as assigned.