FIRE CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of both the paid and volunteer staff of the Fire Department including fire suppression, fire prevention, fire investigation, emergency medical services, disaster preparedness, hazardous materials response, and related programs, services, and operations; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

IDENTIFYING CHARACTERISTICS

The Fire Chief is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City Manager's Senior Management team and provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the assigned Department and the City overall.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all department services and activities including fire suppression, fire prevention, fire investigation, emergency medical services, disaster preparedness, hazardous materials response, and related programs, services, and operations.

2. Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

5. Plans, directs, and coordinates, through subordinate level staff, the Fire Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training including to review and approve training and to direct the operation of departmental in-service training activities; works with employees to correct deficiencies; implements discipline and termination procedures.

7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.

8. Oversees and controls the purchasing, maintenance, and inventory of all fire related equipment, vehicles, and property including fire apparatus and related equipment; recommends fire apparatus and equipment replacement; manages and supervises the apparatus and equipment maintenance program.

9. Provides responsible staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.

10. Conducts a variety of organizational studies, investigations, and operational studies; reviews and recommends modifications to codes, regulations, and ordinances pertaining to the fire services and activities.

11. Attends and participates in fire, rescue, and emergency medical services training as well as professional group meetings; obtains information and cooperation on public safety issues; establishes and maintains cooperative working relationships with other Fire Departments; stays abreast of new trends and innovations in the field of fire prevention and suppression.

12. Attends and participates on a variety of boards, commissions, and committees.

13. Responds to major fire alarms and major emergency medical first responder calls; personally directs fire suppression activities as necessary.

14. Participates with community relations including public, media, and press relations; gives speeches and presentation to local service clubs and organizations to further public relations.

15. Represents the Fire Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

16. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.

17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.

Principles and practices used in the administration, organization, and management of a municipal fire operation.

Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.

Principles and practices of disaster preparedness, response, and recovery.

Advanced methods and techniques of emergency medical response.

Operational characteristics of fire apparatus and equipment.

Hazardous materials and chemical spill response techniques.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
Principles of combustion and cause of fire.
Principles and practices of supervision, training, and performance evaluation.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Current safety practices as they relate to equipment and procedures involved in the fire service.
Pertinent federal, state, and local laws, codes, and regulations.
Methods and techniques of public relations.
Modern office equipment and computers including applicable software applications.
Mathematical concepts and principles.

Ability to:

Manage and direct a comprehensive fire program including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Select, supervise, train, and evaluate staff.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Prepare and administer large and complex budgets.
Prepare clear and concise administrative and financial reports.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Retain presence of mind and act quickly and calmly in emergency situations.
Effectively use specialized fire suppression tools and equipment including safety equipment.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.
Operate modern office equipment and computers including applicable software applications.
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, public administration, or a related field including completion of the Fire Basic Training Academy or equivalent.

Experience:

Eight years of increasingly responsible experience in firefighting and fire prevention work including three years of management and administrative responsibility at the level of Fire Station Officer or above.

License or Certificate:

Possession of an appropriate, valid driver's license with appropriate endorsements.

Possession of Firefighter I, Firefighter II, and Fire Officer certifications issued by the State of California.

Possession of appropriate, valid EMT and CPR certifications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.