

**FIRE CHIEF
(At Will)**

Salary Range: 41 (Management Salary Schedule)

DEFINITION

Plans, directs, manages, and evaluates the activities, programs, and operations of the Fire Department, including fire suppression, fire prevention, emergency preparedness programs, and administration; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification with overall responsibility for planning, directing, managing, and evaluating the activities, programs, and operations of the Fire Department. The incumbent is appointed by and serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

The Fire Chief reports to the City Manager, and exercises direct supervision over management, supervisory, professional, technical, and/or administrative support personnel within the Fire Department.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Plan, direct, manage, and evaluate the activities, programs, and operations of the Fire Department, including fire suppression, fire prevention, and emergency preparedness programs, and administration.
- Plan, develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Fire Department.
- Direct the preparation and administration of the department budget; manage multiple fire protection contracts.
- Confer with and provide professional assistance to City staff members on Fire Department matters.
- Advise the City Manager and City Council on a broad range of issues within areas of responsibility.
- Establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Confer with citizens and City officials on fire-related problems; assist in the development of innovative fire-related programs, policies, and practices.
- Ensure the development and implementation of effective fire prevention and education programs.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal

reporting relationships; identify opportunities for improvement; direct the implementation of changes.

- Direct the selection, evaluation, training, and development of department staff.
- Actively participates in various professional organizations, and serve on various boards, commissions, and committees; attend civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations.
- Monitor department activities, programs, and operations for effectiveness, including fire investigation, mapping and pre-fire planning, weed abatement, fire prevention inspections, construction/subdivision/site plan review, communication and dispatching.
- Ensure the proper maintenance of department vehicles, apparatus, equipment, and facilities.
- Develop, maintain, and coordinate the emergency operations plan and disaster response.
- Coordinate public safety activities with the Police Chief; build effective working relationships and works as an effective team member with other City department heads.
- Prepare a variety of correspondence and reports.
- Attend and make presentations at City Council, meetings, and conferences.
- Respond to difficult or sensitive complaints and requests for information from the public, news media, and City staff.
- Respond to major emergencies and assume command of major incidents as required.
- Perform related or other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and methods used in Fire Department management.
- City organization and functions; federal, state, and local laws, rules, codes, ordinances, and regulations governing Fire Department activities.
- Modern methods and techniques of emergency preparedness and Incident Command System (ICS).
- Principles and practices of budget preparation and administration.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision, training, and performance evaluation.
- Modern fire prevention and investigation principles, practices, and procedures.
- Organizational and management practices as applied to the analysis and evaluation of Fire Department activities, programs, and operations.
- Recent developments, current literature and sources of information related to fire science and safety.
- Modern office practices and technology including personal computer hardware and software.
- English usage, spelling, grammar and punctuation.
- Safe work practices.

Ability to:

- Plan, direct, manage and evaluate the activities, programs, and operations of the Fire Department.
- Select, train, motivate, and evaluate staff.
- On a continuous basis, analyze budget and technical reports; draft, interpret, and evaluate staff reports and related documents; analyze, interpret, and apply laws, regulations, codes, and procedures; explain and interpret policy; motivate, train, and evaluate staff.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to Fire Department activities.
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies.
- Gain cooperation through discussion and persuasion
- Develop, control and administer departmental budget and expenditures.
- Gain cooperation through discussion and persuasion.
- Provide professional leadership and direction.
- Identify and respond to issues, concerns, and needs of the City Manager, City Council, and the community.
- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- React quickly and calmly in emergency situations.
- Make effective public presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer technology and applications in the performance of daily activities.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree with major coursework in fire technology, public or business administration or a related field, and ten (10) years of recent, broad and extensive experience in all major functions of a fire department, including at least five (5) years in a responsible management position.

GENERAL QUALIFICATIONS**License Requirements**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Mobility to work in an office or field environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office and/or field duties; lift light to moderately heavy weights; strength and stamina to operate a motor vehicle or firefighting apparatus; ability to drive on surface streets and be exposed to traffic hazards, weather conditions, fire hazards, electrical currents, and air contaminants; ability to respond effectively to major fire scenes and other emergencies; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone and/or radio.

Working Conditions

The incumbent must be able to work within the exposures of emergency circumstances; work both inside and outside with exposure to all types of weather conditions, including odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; willing to work irregular hours including and/or extended shifts or schedules including weekend and holidays.

Uniform Requirement

Incumbents are expected to dress in business attire or wear a designated uniform as required or appropriate.

Criminal History and Background Check

Candidates who have accepted a conditional offer of employment must pass a background investigation, including fingerprinting.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: July 2001

Revised: July 2019