

FIRE CHIEF

DEFINITION

Under administrative direction, to plan, direct, manage and oversee the activities and operations of the Fire Department, including fire suppression, fire prevention, emergency preparedness, public services and programs, and administration; to coordinate assigned activities with other City departments and outside agencies; to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is a department head classification with overall responsibility for the activities of the Fire Department. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, directs, reviews and evaluates all Fire Department services and activities, including fire suppression, fire prevention, emergency preparedness, public services and programs and administration
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Fire Department
- Directs the preparation and administration of the department budget
- Confers with and provides professional assistance to City staff members on Fire Department matters
- Advises the City Manager and the City Council on a broad range of issues within areas of responsibility
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly
- Confers with citizens and City officials on fire-related problems; assists in the development of innovative fire-related programs, policies and practices
- Ensures the development and implementation of effective fire prevention and educational programs
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes
- Directs the selection, evaluation, and training and development of department staff
- Actively participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community

organizations to explain and promote the activities and functions of the department and to establish favorable public relations

- Monitors department programs and activities for effectiveness, including fire investigation, mapping and pre-fire planning, weed abatement, fire prevention inspections, construction/subdivision/site plan review, communication and dispatching, etc.
- Ensures the proper maintenance of department vehicles, apparatus, equipment and facilities; prepares bid details for the design and construction of new apparatus
- Serves as Assistant Director of Emergency Services; coordinates emergency plan development and disaster response within the City
- Prepares a variety of correspondence and reports
- Attends and makes presentations at council, interagency, committee and other meetings and conferences
- Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff
- Performs fire fighting duties as required
- Acts on behalf of the City Manager in his/her absence as assigned
- Represents the City on boards and committees, in the community, and at professional meetings as required

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- City organization and functions; laws, rules, codes, and regulations governing Fire Department activities
- Applicable federal, state and local laws, codes and ordinances
- Operational characteristics, services and activities of a comprehensive municipal fire protection program
- Modern principles, practices, techniques and equipment of fire service operations
- Recent developments, current literature and sources of information related to fire science and safety
- Implementation and administration of volunteer programs and organizations
- Modern office practices and technology including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Safe work practices

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating activities of the Fire Department
- Selecting, training, motivating and evaluating staff

- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Fire Department activities
- Analyzing department support needs and ensuring prompt and efficient delivery of services, materials, and supplies
- Interpreting, analyzing and applying federal, state and local laws, rules and regulations
- Providing administrative and professional leadership and direction for the Fire Department
- Identifying and responding to community and City Council issues, concerns and needs
- Preparing clear, concise and accurate reports, correspondence and other written materials
- Planning and administering large and complex budgets; allocating limited resources in a cost-efficient manner
- Reacting quickly and calmly in emergency situations
- Making effective public presentations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities

A typical way of gaining the knowledge and skills outlined above is:

- 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.

LICENSES OR CERTIFICATES

Possession of a valid California Class "C" driver's license

PHYSICAL DEMANDS

Mobility to work in an office or field environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office and/or field duties; lift light to moderately heavy weights. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment; and operating a motor vehicle or fire fighting apparatus. Incumbent drives on surface streets and may be exposed to traffic hazards, weather conditions, fire hazards, electrical

currents, air contaminants. May respond in turn out gear 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.

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.