

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 the City's Fire Department including fire suppression and prevention, emergency medical services, disaster responses, community problem solving, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the City Manager's management team; and provides highly responsible and complex administrative support to the City Manager.

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. Assume full management responsibility for all Fire Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through subordinate level staff, the Fire Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; ensure that staff work in a safe and efficient manner, following regulations and other legal requirements; and meet with key staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; supervise staff, including the provision of timely performance evaluations; initiate internal investigations when appropriate and implement corrective action or implement discipline, as needed, up to and including termination procedures.
6. Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Oversee the acquisition and maintenance of Department equipment and vehicles; maintain safety standards for personnel and equipment.

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8. Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence; attend City Council and other meetings as required.
9. Represent the Fire Department to other departments, elected officials, outside agencies, boards, commissions, professional groups and committees; coordinate assigned activities; and ensure responsive, appropriate service delivery.
10. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of fire suppression, fire prevention, EMS and related support services; incorporate new developments as appropriate.
11. Respond to and command fire emergencies or community disasters, as needed; direct and coordinate emergency preparedness and disaster planning and response.
12. Perform 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:

Modern principles, practices, operations, services, and activities of a comprehensive municipal fire program.

Advanced principles and practices of program development and administration.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

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

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

Use and maintenance of fire apparatus and equipment.

Methods and techniques of effective public relations.

Pertinent federal, state, and local laws, codes, and regulations.

Principles and practices of municipal organization, administration, personnel management, and labor relations.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, performance evaluation, and progressive discipline.

Modern office procedures and methods, including computer equipment, word processing, spreadsheet, database, graphic presentations and other specialized software applications, internet, electronic communication usage and methods, and fire computer systems and protocols.

Ability to:

Effectively formulate, organize and administer sound departmental policy in the areas of fire administration, fire suppression, fire prevention, emergency medical services, disaster preparedness, code enforcement, 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.

Plan, organize, direct, and coordinate the work of staff.

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Delegate authority and responsibility.
Select, supervise, train, and evaluate staff.
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 clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, regulations, and the collective bargaining MOU provisions.
Retain presence of mind and act quickly and calmly in emergency situations.
Effectively use specialized fire tools and equipment including safety equipment.
Effectively present information and respond to questions from staff, management, clients, customers, stakeholders and the general public.
Gain cooperation through discussion and persuasion.
Mediate and resolve conflicts.
Demonstrate tact and diplomacy.
Communicate clearly and concisely, both orally and in writing.
Operate modern office equipment and computers including applicable software applications.
Establish and maintain effective working relationships with those contacted in the course of work.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.

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:

Bachelor's degree from an accredited college or university with major course work in political science, fire science, behavioral science, business or public administration, or a related field.

Experience:

Ten years of increasingly responsible fire service experience including five years of management and supervisory responsibility at Battalion Chief level or higher.

License or Certificate:

Possession of an appropriate, valid California driver's license

Possession of Fire Officer certification

Possession of valid CPR certificate

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: Work is performed primarily in a standard office setting with some travel to various locations to attend meetings or inspect, supervise and/or perform department activities in responding 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 but may

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occasionally be very loud due to sirens, etc.; occasionally wear protective and safety apparel and equipment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to emergency call out at any time.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and to participate in emergency response situations, operate emergency equipment and perform related duties; to walk, stand, or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate a vehicle to travel to various locations; to operate and use specialized vehicles and equipment; to lift heavy equipment as needed in an emergency situation; and to verbally communicate to exchange information. Maintain required physical abilities to adequately operate vehicles and equipment, read instructions and follow directions, read maps and small print, detect subtle shades of color; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person at distances of up to 50 feet; and detect unusual sounds; voice volume and speech clarity to command during an emergency.

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

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

Unrepresented – Department Head
FLSA Status: Exempt

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