



Department	Fire
Bargaining Unit	Executive Management
Salary Range	Contract Salary
Last Revision	February 2018

FIRE CHIEF

Effective Date – 04-02-2018

JOB DESCRIPTION

DEFINITION:

Under the administrative direction of the City Council plans, manages, oversees and directs the operations and services of the Fire Department which may include training/hazmat disaster preparation, emergency/EMS/tactical communications, records, support services and fire safety technical services functions; coordinates department activities with other City officials or outside agencies; provides responsible and complex staff support to the City Council.

DISTINGUISHING CHARACTERISTICS:

The Fire Chief is the executive management level class within the fire safety class series and has responsibility for managing and overseeing all organizational and operational facets of the fire protective services. This classification is distinguished from the next lower classification of Duty or Deputy Chief and Division Chief in that it has management responsibility for the entire Fire Department, rather than a fire division.

SUPERVISION EXERCISED:

Exercises direct supervision over Professional, Technical, Clerical, Reserve, Intern and Explorer staff.

ESSENTIAL FUNCTIONS:

(included but are not limited to the following)

Accept full responsibility for all Fire Department activities and services including activities associated with training/hazmat disaster preparation, EMS communications, records, support services and fire safety technical services functions.

Evaluate the Fire Department's projected evolution and identify upcoming needs of apparatus and equipment; actively work toward procuring the required funding, including pursuing grant monies.

Develop, implement and maintain Fire Department goals, objectives, policies and priorities for appropriate service areas; ensure that established goals and priorities are achieved.

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Plan, direct and coordinate the Fire Department's work plan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.

Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.

Oversee the selection, training and evaluation programs for all Fire personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Know through experience when to respond to other types of calls to conduct Incident Command.

Oversee the testing of equipment; and inspect personnel, equipment and living quarters.

Direct hazardous and toxic materials control activities.

Present, justify and defend Fire programs, operations and activities; negotiate and resolve controversial department issues; recommend new ordinances, laws and regulations related to fire protection; and make recommendations concerning personnel, apparatus and equipment.

Manage and coordinate the development of the Fire Department's budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as is necessary.

Represent the Fire Department to other departments, divisions and organizations; coordinate departmental activities with other departments and organizations.

Serve as a resource for department personnel, city staff and other organizations; coordinate pertinent information, resources and work teams necessary to support a positive productive environment.

Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of fire protective services and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.

Perform other related duties as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, and repetitive movement, and fine coordination in preparing reports using a computer keyboard, additionally, the position requires near, far and night vision in viewing fire scenes and

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evidence and may be required to walk on uneven and slippery surfaces and climb ladders. During fire incidents may be required to work outdoors in all weather conditions around siren noise and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. As Fire Chief may also be subjected to physical threats, verbal abuse and other stressful situations, occasional lifting up to twenty-five pounds such as files, stacks of papers, and reference books.

QUALIFICATIONS:

EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fire Chief. A typical way of obtaining the required qualifications is to possess the equivalent of fifteen (15) years of increasing responsible experience in all phases of municipal fire suppression, prevention and emergency medical services including five years' experience as an Administrative Captain or Chief Officer (Battalion, Division, Deputy or Assistant).

EDUCATION:

Bachelor's Degree from a properly accredited institution is required. A BS/BA degree from a properly accredited institution in Fire Protection Technology or other related field is highly desirable. Additional technical coursework or certification in the following fire service areas including, but not limited to: fire command, fire prevention code enforcement, hazardous materials, training, fire inspection, personnel management, emergency medical services, or emergency management are highly desirable.

LICENSE/CERTIFICATE:

Certification as a Fire Officer and Chief Officer by the California Fire Service Training and Education System

OR

Ability to complete all California State Fire Marshal Executive Chief Fire Officer (2014) NFPA Fire Officer IV level classes and Task Book

Possession of a valid California Class C driver's license with appropriate endorsements and satisfactory driving record.

Possession of a Current Cardiopulmonary Resuscitation (CPR) and Automated Defibrillation (AED) certificate.

KNOWLEDGE OF:

Operations and standard operating procedures of modern fire prevention, suppression methods, practices and techniques; Operations and standard operating procedures of emergency medical services program; Principles and practices of program development and administration; Complex principles and practices of fire management; Complex principles and practices of fire command; Operation, maintenance and uses of firefighting apparatus and equipment; Principles and practices of budget administration; Methods and techniques of supervision, training and motivation; Principles of personnel deployment; Applicable federal, state, and local laws, codes and regulations; Occupational hazards and standard safety practices; Modern office equipment including computer and applicable software; Methods and techniques for complex record preparation and writing; Principles of correct English usage, grammar and composition; Basic mathematical and mechanical relationships; Principles of hydraulics and construction engineering; City geography and water systems; Record keeping methods; Hazardous materials and their properties; Appropriate safety precautions and procedures.

ABILITY TO:

- Plan, direct and manage fire prevention, suppression, emergency medical and support activities.
- Assume responsibility for tactics, strategies and decision making at the scene of an emergency.
- Plan, organize and direct the work of subordinate staff.
- Supervise, evaluate and discipline personnel.
- Process and adjust grievances in accordance with labor agreements.
- Maintain accurate records.
- Read, understand and apply difficult materials.
- Maintain and modify filing systems.
- Supervise and direct the operations and activities of the Fire Department.
- Courteously respond to the community issues, concerns and needs.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare and present clear and concise written and oral administrative and financial reports.
- Prepare and administer a municipal budget.
- Maintain records of budgetary expenditures.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes and regulations.
- Establish and maintain effective working relationships.