

## **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.*

### **DEFINITION**

Under direction of the City Manager, to plan, organize, and direct the management of the Fire Department including, suppression, fire prevention, fire inspection, training, emergency medical services and disaster preparedness; perform difficult and responsible administrative work in meeting the City's vision, mission, and values, City and departmental goals, objectives and priorities; and to perform other related responsibilities as required.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Directs all activities necessary to provide fire suppression, prevention, inspection, training, and emergency medical services and disaster preparedness programs for the City, including directing the enforcement of state regulations, laws, codes, and local ordinances; preparing recommendations on departmental issues for the City Manager and City Council; and managing departmental personnel.

Directs the implementation of the City's policies and programs to ensure effective implementation of the City Council's goals and objectives to maintain fiscal integrity.

Assists in the development and implementation of the City's overall goals, objectives, policies and priorities.

Analyzes data, make recommendations, prepare reports and make presentations of the formulation of policy and procedure, staffing and organizational requirements for the Fire Department to the City Manager, City Council and Public Safety Commission.

Prepare and effectively monitor the Department budget.

Conduct difficult policy and fiscal related analytical studies and reports involving the evaluation of departmental operations and service programs.

Attends conferences, schools, and professional meetings to keep abreast of new developments in public and fire administration.

Represent the City in the community and at professional meetings as required.

Coordinate activities with other City departments and other public and private agencies.

Respond to and resolve difficult and sensitive inquiries and complaints.

### **LICENSE AND CERTIFICATION**

Possession of an appropriate valid California driver's license at the time of appointment and must be maintained as a condition of continued employment.

Chief Officer Certification from the California Board of Fire Services and Executive Fire Officer highly desirable.

### **Special Requirements**

Must successfully complete an appropriate medical examination, drug screen, background investigation that may include a psychological examination.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices, techniques and procedures applied to the overall management of a municipal fire department;

Principles, practices and techniques of fire suppression, fire prevention, emergency medical services, and code enforcement;

Applicable federal, state and local laws, ordinances, fire codes and regulations;

Polices, procedures, rules, and regulations of the City and the Fire Department;

Principles, practices and procedures of organizational development, budget, and employee/labor relations;

Socio-economic characteristics of the community;

Public and press relations;

Methods and techniques of research, statistical, and budget analysis, report writing and presentation.

#### **Ability to:**

Plan, organize and direct the operations of a modern municipal fire department including the supervision, training, and evaluation of employees;

Provide professional leadership for the department and participate as an effective executive team member;

Properly interpret and make decisions in accordance with laws, regulations, ordinances and policies;

Effectively formulate and administer sound departmental related policy in the areas of general fire science, development related issues, hazardous materials, terrorist threats, emergency planning, incident command procedures, fire master planning including city/county/district interrelationships;

Supervise the management of major fires;

Analyze fire and community problems and problems and to plan goals, objectives, policies and procedures which are tangible, achievable and measurable to meet the needs of the community;

Represent the City and the Fire Department before the City Council, Commissions, Committees, the public, and the media;

Develop and administer long-range programs and budgets;

Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of departmental personnel and in dealing with City officials, other governmental agencies, the public and the press;

Establish and maintain effective working relationships and determine community needs;

Communicate professionally and effectively both orally and in writing;

Work well under pressure to meet deadlines.

**EDUCATION, TRAINING, AND EXPERIENCE** *Any combination of training and experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

A Bachelor's degree, highly desirable, from an accredited college or university with a major in Fire Science, Fire Administration, Public Administration, Business, Political Science or a closely related field; and ten years of increasingly responsible experience in all major functions of an organized paid municipal Fire Department, including at least two years in a command position.

### **WORKING CONDITIONS**

**Environmental Conditions:** A Fire Chief may be called upon to participate in firefighting activities or respond to an emergency situation. The Fire chief's primary working condition is an office environment.

**Physical Conditions:** Essential and marginal functions may require maintaining a physical condition necessary for arduous work, moderate or light lifting and for sitting or standing for prolonged periods of time.

