

FIRE CHIEF

DEFINITION

To plan, organize, direct and review the activities and operations of the Fire Department including fire suppression, rescue activities/emergency medical calls for service, and fire prevention activities; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. This is an unclassified position in which the incumbent serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

## Fire Chief

- 2 -

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of fire suppression, life safety/emergency response, and fire prevention.

Modern methods and techniques of emergency preparedness and Incident Command System (ICS).

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

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

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training and performance evaluation.

Operation, maintenance and uses of apparatus and equipment utilized in fire suppression and emergency/medical response activities; communication and information systems related to fire and emergency response services.

#### Ability to:

Plan, direct and control the administration and operations of the Fire Department.

On a continuous basis, know and understand all aspects of a sworn Firefighter/Emergency Medical Technician – Paramedic's job; analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; wear appropriate firefighting clothing, carry equipment and perform the duties of a Firefighter as required; and intermittently carry weight of 110 pounds or less.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City and Fire Department policies, procedures, rules and regulations.

Supervise, train and evaluate assigned personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

#### Experience:

Seven years of increasingly responsible experience in firefighting, emergency response, and Incident Command System (ICS) activities, including three years of administrative and management responsibility.

AND

#### Training:

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

### License and Certificate

Possession of a valid California driver's license by date of appointment.

Fire Chief

- 4 -

Possession of California State Board of Fire Services Chief Officer Certification.  
**EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO  
PRODUCTS ON OR OFF DUTY**

08-25-12

01-14-04

04-01-98

10-01-88

07-01-79

01-10-78

10-30-73

-67

-65

-64

Fire Chief