

**City of San Rafael
Job Class Specification**

Job Title: Fire Chief

SUMMARY

Provides management to all Fire Department divisions and programs. Ensures the safety, health and well being of individuals and property through a comprehensive range of programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Provides management to all Fire Department divisions and programs.
- Ensures the safety, health and well being of individuals and property through a comprehensive range of programs.
- Acts as Administrative Head of all Fire Department Activities and Programs.
- Ensures that department members are properly equipped and can insure their own safety during emergency operations.
- Manages Fire Department personnel including labor relations and grievance resolution.
- Manages Emergency Operations, Structure Fires, Major Medical, Hazardous Material and Wildland fires.
- Administers Paramedic Program, CSA 19, and Marinwood contracts.
- Prepares and monitors department budget including expenditures and revenues.
- Prepares and presents Staff reports.
- Represents the Fire Department with the Fire Commission, Council, Special Interest Groups and the public.
- Manages the fire prevention program including environmental management, arson investigation, and public education.
- Serves as Fire Marshal.
- Performs related duties as required.

KNOWLEDGE OF:

- Fire Suppression and Prevention theory and practice.
- State, County and City Fire prevention laws.
- Local and State Mutual Aid Systems.
- Labor Relations.
- Emergency Medical Services.
- Uniform Fire Code.
- Budget preparation.
- Principles of supervision.

ABILITY TO:

- Develop, implement, and maintain Fire Suppression, Prevention & other programs.
- Supervise fire personnel.
- Communicate effectively in verbal and written form.
- Develop and maintain effective working relationships.
- Organize, develop and maintain City and local agency programs.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Associate degree in Fire Science required, Bachelor's degree preferred. Six years of full time fire experience including three in an organized Fire Department fire prevention bureau and including three years as a Line Captain.

Completion of the State Board of Fire Services Prevention Officer I.

Within one year of appointment, Completion of the State Board of Fire Services Prevention Officer II.

Completion of the California State Fire Marshal Investigation I.

Valid drivers license**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and frequently works in evenings or on weekends and indoor conditions and frequently works near video display.

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