



Fire Chief

Summary

Direct, manage, and oversee the activities and operations of the Fire Department relating to emergency services and disaster planning, including fire prevention, fire suppression, ambulance and paramedic functions, and building and safety activities; coordinate assigned activities with other departments and outside agencies; provide expert professional assistance to City management staff in areas of expertise; foster cooperative working relationships with citizen groups and other agencies on fire and emergency services matters; provide highly responsible and complex administrative support to the City Manager.

Class Characteristics

General administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, supervisory, technical, and/or support staff.

This class is a department director with responsibility for overall policy development, program planning, fiscal management, general administrative and operational direction of divisions within the functional areas assigned. Assignments allow for a high degree of administrative independence in the execution. The incumbent is responsible for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Direct, manage, and oversee all Fire Department services and activities, including fire prevention and inspection, fire suppression, ambulance/paramedic services, building and safety, and administrative services.

Develop, plan, and implement department goals, objectives, policies, procedures, priorities, and work standards; oversee short and long term planning, including preparing and recommending long-range plans for City fire, ambulance and paramedic services, and building and safety programs.

Manage 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; direct the monitoring of and approve expenditures; direct the preparing of and implement budgetary adjustments as necessary.

Coordinate Fire Department activities with those of other departments and outside agencies and organizations.

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Provide administrative assistance to the City Manager and City Council; prepare and present reports and other necessary correspondence.

Contain, control, and decontaminate hazardous materials spills.

Work closely with the City Manager, the City Council, other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve fire service problems; advise the City Manager and others on fire and emergency services and disaster planning issues and programs.

Develop specific proposals for action on current and future City emergency service needs; make final interpretations of City fire and building regulations and ordinances, codes, and applicable laws to ensure compliance and consistency of application.

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

Direct the selection, supervision, and performance evaluation of department personnel; direct the development of management systems, procedures, and standards for program evaluation; provide or coordinate staff development and supervisory training programs; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

Act as Disaster Control Coordinator; monitor developments related to service matters, evaluate the impact on City operations, and implement policy and procedure improvements.

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

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

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.

Skills/Abilities:

Direct, manage, and oversee the administration and operations of the Fire Department.

Prepare and administer department budget.

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

Select, motivate, and evaluate assigned staff and provide training and professional development.

Develop and implement department goals, objectives, policies, procedures, work standards, and internal controls.

Gain cooperation through discussion and persuasion.

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

Interpret, explain, and apply the federal, state, local, City, and department policies, procedures, laws, rules, and regulations; develop recommendations for human resources rules and policies.

Prepare clear and concise reports, correspondence, and other written materials.

Exercise sound independent judgment within general policy and administrative guidelines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Physical Demands and Work Environment:

Employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Qualifications

Knowledge of:

Administrative principles and methods, including goals and objectives development, program development and implementation, and work organization and delegation.

Advanced principles and practices of municipal fire, building, and safety administration, including suppression, prevention, inspection, and damage control.

Federal, state, local, and department regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines affecting fire administration.

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

Principles and practices of provision of ambulance and paramedic services in a municipal setting.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

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

Experience:

Two years experience equivalent to the rank of Fire Battalion Chief.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

State Fire Officer Certification is highly desirable.

Established: 03/90

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