



POSITION DESCRIPTION

Fire Chief

GENERAL PURPOSE

As a Department Head, performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager's Office; and to act as a member of the City Manager's management team.

SUPERVISION RECEIVED

Works under the broad policy guidance of the City Manager and/or Assistant City Manager. This is an Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION EXERCISED

Exercises supervision over all Fire Department personnel directly or through subordinate personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Plans, coordinates, supervises and evaluates Fire and Emergency Medical Services (EMS) operations.

Establishes policies and procedures for Fire and EMS activities in order to implement directives from the City Manager.

Plans and implements Fire and EMS programs for the City in order to better carry out the policies and goals established by the City; reviews departmental performance and effectiveness; formulates programs or policies to alleviate deficiencies.

Provides professional advice on Fire, Life Safety, and EMS issues to the City Manager, City Council and other officials; makes private and public presentations to City Council, boards, commissions, civic groups, and the general public.

Supervises and coordinates the preparation and presentation of an annual budget; directs the implementation of the Department budget; plans for and reviews specifications for new or replaced equipment.

May respond to alarms and may direct activities at the scene of major emergencies, as required.

Provides for and/or performs the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

Directs the operation of departmental in-service training activities.

Controls the expenditure of departmental appropriations.

Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

Prepares and submits monthly reports to -the City Manager regarding the Departments' activities and prepares a variety of other reports as appropriate including the annual report of activities.

Plans departmental operation with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.

Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

PERIPHERAL DUTIES

Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS programs in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

Serves as a member of various city employee committees, and may serve as liaison to City Council sub-committees and other groups as assigned.

Performs general management duties for City Manager as assigned.

Assists staff in the performance of their duties as required.

Minimum Qualifications

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree preferred in fire science, public administration or a closely related field; and
- (B) Seven (7) years of experience in fire or emergency medical service work, three (3) years of which must have been in a Chief Officer level or managerial position; and
- (C) Completion of the Fire Basic Training Academy or equivalent program and/or proven work experience.

Necessary Knowledge,. Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; Knowledge in the operation of the listed tools and equipment.
- (B) Skill in making public presentations and management of subordinate personnel.

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to listen; Ability to motivate subordinates; Ability to hold subordinates accountable for performance and behavior; Ability to build trust and create a positive atmosphere within the department between subordinates and supervisors; Ability to follow through on assigned tasks and promises made; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below;

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain and maintain a valid California Driver's License.
- (B) No felony convictions or disqualifying criminal history within the past seven years;
- (C) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

On a daily basis: radio, pager, personal computer, phone, and motor vehicle. Knowledge of and limited use of. Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment and other Fire/EMS technology.

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 frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; taste and smell.

The employee must frequently lift and/or move up to 10 pounds and rarely 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 the 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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Resolution Number:

Effective Date: Revision History: