



Fire Chief

Summary

Plan, organize, coordinate, and direct staff and functions relating to emergency services and disaster planning, including fire prevention, fire suppression, ambulance and paramedic functions and building and safety activities; 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.

Class Characteristics

Administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, technical and support services personnel.

This class is a department director with responsibility for policy development, program planning, fiscal management, administration and operation of the divisions of the fire department. Assignments allow for a high degree of administrative independence in the execution. The incumbent is responsible for accomplishing both departmental 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:

Plan, organize, coordinate, and direct through division chiefs and other subordinate supervisory staff all City fire service functions including fire prevention and inspection, fire suppression, ambulance/paramedic services, building and safety, and administrative services.

Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the department.

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.

Prepare and recommend long-range plans for City fire, ambulance and paramedic services, and building and safety programs.

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

Direct the preparation and administration of the annual budget for the department; represent the City and the department and work closely with citizen groups and public and private officials to provide technical assistance, directly or through subordinate staff.

Coordinate the preparation of a wide variety of reports or presentations for City management or outside agencies.

Direct the selection, supervision and performance evaluation of department personnel; provide for staff development and supervisory training programs; direct the development of management systems, procedures and standards for program evaluation.

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

Performs related duties as assigned

Skills/Abilities:

Plan, organize, administer, and coordinate the City's fire buildings, safety and paramedic services programs.

Select, motivate, and evaluate staff and provide for his/her training and professional development.

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

Analyze complex technical and administrative service problems, evaluate alternative solutions, and adopt an effective course of action.

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

Exercise sound independent judgment within general policy and administrative guidelines.

Communicate effectively both verbally 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, work organization and delegation, and employee supervision.

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

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

Principles and practices of budget development and administration. Basic computer report production techniques.

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 with major work in fire science, public administration, or a closely related field.

Experience:

Equivalent to the rank of Fire Battalion Chief, with two years of experience at that level.

Certificates/Licenses:

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

State Fire Officer Certification is highly desirable.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Fire

FLSA Status: Exempt