FIRE DEPARTMENT JOB DESCRIPTIONS

FIRE CHIEF

DEFINITION:
Under administrative direction of the City Manager, plans, manages, oversees and directs the operations and services of the Fire Department which may include training/hazmat disaster preparation, EMS communications, records, support services and fire safety technical services functions; coordinates department activities with other City officials or outside agencies; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:
The Fire Chief is the administrative management level class within the fire safety class series which oversees all functions and operations of the Fire Department and is responsible and has responsibility for managing and overseeing all organizational and operational facets of fire protective services. This classification is distinguished from the next lower classification of Assistant Chief in that it has management responsibility for the entire Fire Department, rather than a fire division.

SUPERVISION RECEIVED/EXERCISED:
Receives administrative direction from the City Manager. Exercises direct and indirect supervision over operations managers, professional, technical, field and office support staff, and volunteers.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)
➢ The ultimate responsibility for the Community Fire Protection lies with the Chief Officer.
➢ Shall be responsible for the Community Fire Protection Plan; including a Mutual Aid Plan and Hazardous Materials Response Plan.
➢ Shall be just, dignified, and firm in dealings with subordinates. Must see that good order and discipline are maintained among employees of the department.
➢ In the presence of subordinates no officer shall make derogatory statements or adversely criticize department, policy, department activities, or other officers.
➢ Be responsible for disciplinary and corrective actions, suspensions, and expulsions of employees that violate the City’s policies and procedures.
➢ Shall monitor emergency traffic and evaluate all circumstances which occur during emergencies in the City and County response areas.
➢ It is the Chief’s responsibility to insure one Chief Officer or Captain is available for emergency response at all times.
➢ The Chief Officer’s responsibilities will include but not be limited to:
  ➢ Conduct the department’s monthly Business meeting and Officer’s meeting.
  ➢ Upon arrival of an emergency scene, exercise the option of assuming command as necessary.
  ➢ Annually inspect all ‘E’ occupancies (Schools) in the city. Oversee the Annual Fire Inspection program.
  ➢ Develop ordinances pertaining to local Fire Protection and Prevention.
  ➢ Enforce all local ordinances including the Weed Abatement Ordinance.
  ➢ Hold regular Chief Officer’s meetings.

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Appoint Assistant Chief(s) to serve a term of office concurrent with the Chief's elected term.

Be responsible for the safety and health of all personnel.

Prepare the annual budget for the department. This includes developing a long-term budget plan, submitting the proposed annual budget to the Finance Department, attending budget meetings with the City Staff and City Council, and implementing the budget.

Thoroughly investigate all fires for cause and origin.

Attend bi-monthly Staff meetings and monthly Department Head meetings.

Correct any Fire Code violations immediately.

Perform inspections of Fire Protection Systems in all new occupancies.

Review the CFIRS reports and be responsible for filing CFIRS reports quarterly.

Represent the department at all award functions for the department and its employees.

Review the Training schedule with the Training Section.

Review all Capital Equipment purchases for the department.

Accept full responsibility for all Fire Department activities and services including activities associated with training/hazmat disaster preparation, EMS communications, records, support services and fire safety technical services functions.

Develop, implement and maintain Fire Department goals, objectives, policies and priorities for appropriate service areas; ensure that established goals and priorities are achieved.

Plan, direct and coordinate the Fire Department's workplan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.

Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.

Oversee the selection, training and evaluation programs for all Fire personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Oversee the testing of equipment; and inspect personnel, equipment and living quarters.

Direct hazardous and toxic materials control activities.

Present, justify and defend Fire programs, operations and activities; negotiate and resolve controversial department issues; recommend new ordinances, laws and regulations related to fire protection; and make recommendations concerning personnel, apparatus and equipment.

Manage and coordinate the development of the Fire Department's budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as is necessary.

Represent the Fire Department to other departments, divisions and organizations; coordinate departmental activities with other departments and organizations.

Serve as a resource for department personnel, City staff and other organizations; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment.

Attend and participate in professional, and community meetings as necessary; stay current on issues relative to the field of fire protective services and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.

Perform other related duties as required.

WORKING CONDITIONS:

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Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near, far and night vision in viewing fire scenes and evidence and may be required to walk on uneven and slippery surfaces and climb ladders. During fire incidents, incumbents may be required to work outdoors in all weather conditions around siren noise and moving vehicles. This position may require working around chemicals, blood and other potential hazardous exposures. Incumbents may also be subjected to physical threats, verbal abuse and other stressful situations. Occasional lifting up to twenty-five ponds such as files, stack of papers, and reference books.

QUALIFICATIONS:

**Education and/or Experience:**
Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fire Chief. A typical way of obtaining the required qualifications is to possess the equivalent of fifteen (15) years of increasingly responsible experience in all phases of municipal fire suppression, prevention and emergency medical services including five years' experience as a chief officer (Battalion, Division, Deputy or Assistant). A Bachelor's Degree in a related field of study and a State of California Chief Officers Certification is desirable.

**License/Certificate:**
- Possession of a valid class C California driver's license and a satisfactory driving record.
- Possession of a Bachelor's degree (desirable).

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**
- Operations and standard operating procedures of a modern fire prevention, suppression and emergency medical services program.
- Principles and practices of program development and administration.
- Complex principles and practices of fire management.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.
- Applicable Federal, State, and local laws, codes and regulations.
- Occupational hazards and standard safety practices.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic record preparation and writing.

**Ability to:**
- Plan, direct and manage fire prevention, suppression, emergency medical and support activities.
- Plan, organize and direct the work of subordinate staff.
- Supervise and direct the operations and activities of the Fire Department.
- Courteously respond to community issues, concerns and needs.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer a municipal budget.

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➤ Analyze and evaluate new and existing service delivery methods and standard operating procedures.
➤ Make adjustments to standard operating procedures as is appropriate.
➤ Apply applicable laws, codes and regulations.
➤ Establish and maintain effective working relationships.

**Skill to:**
➤ Effectively operate firefighting and life safety equipment and tools.
➤ Effectively operate a motor vehicle on City streets.
➤ Operate computer and applicable software.