



FIRE CHIEF

DEFINITION

Under direction of the City Administrator, plans and directs the activities of the Fire Department in the protection of life and property; performs related work as required.

DISTINGUISHING CHARACTERISTICS

Plans, organizes, directs and reviews the activities and operations of the Fire Department including fire suppression, fire prevention, hazardous materials mitigation, code compliance, personnel administration, management of an active volunteer program, including recruitment and training; and provides highly responsible and complex administrative support to the City Administrator.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- ▶ Plans, directs, and reviews activities of personnel performing fire inspection, prevention, suppression, and emergency services.
- ▶ Initiates and advises on the development of ordinances and regulations.
- ▶ Revises, develops, and enforces City codes/ordinances related to fire, building, and zoning.
- ▶ Directs all activities of the Pre-Fire Inspection, including administration of City codes/ordinances as adopted, and permit procedures.
- ▶ Makes recommendations to the City Council for the establishment and maintenance of an adequate fire defense.
- ▶ Directs the preparation of reports for City officials.
- ▶ Prepares department budget estimates.
- ▶ Supervises the preparation and maintenance of records and reports.
- ▶ Prepares long-range plans for the development of the department.
- ▶ Meets with community groups and officials to explain and improve departmental programs.
- ▶ Prepares specifications for fire apparatus.
- ▶ Directs firefighting.
- ▶ Supervises subordinate officers in the development and operation of fire training and fire prevention programs.
- ▶ Manages the Volunteer Fire Fighter Program.

- ▶ Directs fire prevention, assists in arson investigation activities and coordinates activities involving insurance companies, state and federal agencies.
- ▶ Coordinates activities of the department with those of departments responsible for water service on problems relative to fire protection.
- ▶ Responds as needed and assumes command of emergency calls.
- ▶ Studies the standard rating schedule of the Insurance Services Office and prepares plans for improving the City's rating.
- ▶ Makes assignments and supervises subordinate officers in the care and maintenance of station and equipment.
- ▶ Initiates and reviews reports on departmental activities.
- ▶ Supervises equipment testing programs and inspections of personnel, equipment, and quarters.
- ▶ Attends conferences and meetings.
- ▶ Drives vehicles and apparatus as needed.

Knowledge Of:

- ▶ Fire administration including organization, staffing, financing, equipment management and maintenance, records and reports.
- ▶ Modern fire prevention and inspection methods.
- ▶ Building, sanitation, and life safety codes.
- ▶ Modern firefighting techniques and problems including those involved in industrial, commercial, residential structures and vegetation fires.
- ▶ The capabilities and limitations of a wide range of firefighting equipment.
- ▶ Fire alarm transmission, equipment maintenance and drill procedures.
- ▶ The application of modern fire prevention, suppression techniques and methods.
- ▶ The evaluation of tactical and operational requirements of situation involving large, destructive fires utilizing the Incident Command System.
- ▶ The enforcement and revision of building and life safety codes.
- ▶ The application of administrative and management methods and procedures to departmental activities.
- ▶ Uniform Fire Code, NFPA publications, National Fire Code, Uniform Building Codes, Public Resources Code, OSHA regulations, U.L. listed appliances and equipment, water distribution maps, blueprints, firefighting reference text, fire pre-plans, fire prevention publications, professional journals, and fire department equipment manuals.
- ▶ Various Departmental and City related personnel policies and procedures.
- ▶ Equipment, such as pagers, mobile radios, motorized fire apparatus, fire equipment and appliances, fax machines, telephones, light vehicles, calculators, GPS, computers and computer printers.
- ▶ Personal and mainframe based programs, word processing, spreadsheets, database, and computer calendar software.

Ability To:

- ▶ Plan, schedule and review the activities of the Fire Department to maintain discipline;
- ▶ Enforce building, and life safety codes.
- ▶ Facilitate community growth within existing codes and strengthen this principle through the organization.
- ▶ Play a key role in the City Administrator's executive team.
- ▶ Inspect the effectiveness of a firefighting organization and to institute improvements.
- ▶ Establish and maintain effective working relationships with subordinates, other officials and the public.
- ▶ Address an audience effectively.
- ▶ Requisitions equipment.
- ▶ Reviews all payroll, personnel, and accounts payable documents.
- ▶ Prepares articles and delivers speeches and public appearances.
- ▶ Operate department vehicles.

Education/Experience/Licenses/Certificates:

Combinations of education and experience may be considered for recruitment purposes. A Bachelor's degree or higher in any discipline may substitute for the degree in Fire Science if the individual has completed formal course work in Fire Science equivalent to the State Fire Marshal Chief Officer Certification.

Education: Possession of a Bachelor's degree in Fire Science or a closely related field.

Experience: Five (5) years experience as a Fire Captain or higher rank, including a minimum of two (2) years Administrative Experience and a minimum of five (5) years of Supervisory Experience.
Experience as a Strike Team Leader, Operations Section Chief and Incident Commander.

Certificates: State Fire Training, Chief Officer Certification
Current Emergency Medical Technician Certification
Current CPR Certification

Licenses: Valid California Class C driver's license, with a good driving record.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions.

Physical Characteristics of Work: Sedentary work requiring exertion up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. The work involves sitting, walking and standing.

Environmental Conditions: The work is performed inside or outside and includes being exposed to cold, heat, noise, vibration, mechanical or electrical hazards, atmospheric conditions that require the use of Self Contained Breathing Apparatus.