



AUGUST 2024
FLSA: Exempt
AC Exempt Unit

FIRE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Fire Department; areas of responsibility include operations, fire prevention, training and administration; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Administrator in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Administrator. Exercises direct supervision over management, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Fire Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Administrator in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- ▶ Assumes **full** management responsibility for all Fire Department programs, services, and

activities including operations, prevention, training and administration.

- ▶ Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- ▶ Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- ▶ Selects, trains, motivates, and directs Fire Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- ▶ Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- ▶ Directs multi-unit emergency operations; may serve as Incident Commander; conducts pre-incident planning and deploys assigned resources consistent with incident need; directs firefighting operations to ensure all response activities are conducted in a manner consistent with prescribed policies and procedures.
- ▶ Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- ▶ Oversees the development of requests for proposals for professional services and evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- ▶ Manages the City's Emergency Operations Center (EOC) including City-wide emergency management training, operations, and plan development and implementation.
- ▶ Manages the Hazardous Materials Planning and Emergency Response program.
- ▶ Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- ▶ Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- ▶ Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- ▶ Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire safety.
- ▶ Directs the maintenance of working and official departmental files.
- ▶ Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Administrator.
- ▶ Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- ▶ Serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- ▶ Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- ▶ Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ▶ Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- ▶ Principles and practices of leadership.
- ▶ Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- ▶ Principles and practices of strategic plan development.
- ▶ Principles and practices of budget administration.
- ▶ Principles and practices of contract management.
- ▶ General principles of risk management related to the functions of the assigned area.
- ▶ Principles, practices, and procedures of public administration in a municipal setting.
- ▶ Functions, authority, responsibilities, and limitations of an elected City Council.
- ▶ Incident command structure and management.
- ▶ Disaster and large-scale incident mitigation plans; including mutual aid, strike team, disaster mitigation and response.
- ▶ Modern firefighting and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment.
- ▶ Principles and practices of fire prevention, suppression, containment, rescue and investigation.
- ▶ Principles and practices of providing emergency medical care.
- ▶ Practices and techniques of hazardous materials response, containment, and clean-up.
- ▶ Methods and techniques of developing technical and administrative reports, and business correspondence.
- ▶ Federal, State, and local laws, codes, and regulations relevant to assigned areas of responsibility.
- ▶ City and mandated safety rules, regulations, and protocols.
- ▶ Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- ▶ The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- ▶ Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- ▶ Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- ▶ Provide administrative and professional leadership for the Fire Department.
- ▶ Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- ▶ Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- ▶ Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- ▶ Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- ▶ Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- ▶ Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.

- ▶ Control and direct emergency situations related to fire prevention, emergency medical response, and hazardous materials incidents, including natural and man-made disasters.
- ▶ Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- ▶ Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- ▶ Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- ▶ Direct the establishment of filing, record-keeping, and tracking systems.
- ▶ Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- ▶ Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ▶ Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- ▶ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- ▶ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- ▶ Equivalent to a bachelor's degree from an accredited college or university with major coursework in fire science, fire administration, business or public administration, or a related field. A Master's degree is preferred.

Experience:

- ▶ Seven (7) years of increasingly responsible fire protection management and/or administrative experience, including five (5) years of fire program management experience.

Licenses and Certifications:

- ▶ Possession of a valid Class "B" California Driver's License or Class "C" with Firefighter Endorsement, including fire apparatus license to be maintained throughout employment.
- ▶ Possession of a valid California State Fire Marshal Fire Chief Officer Certificate within one (1) year of appointment, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees

must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

The job involves periodic fieldwork serving as an Incident Commander, or as the Fire Marshal requiring walking or running or standing on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. As situations demand, incumbents may serve as an Incident Commander or Fire Marshal in the field. Employees work in outdoor conditions, and are exposed to unsuppressed fire conditions, moving vehicle accident scenes, loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, smoke, and hazardous or toxic physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.