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## **FIRE CHIEF**

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### **DEFINITION**

Under general administrative direction, plans, coordinates, directs, supervises and manages the work of the Fire Department in the protection of public safety, health and welfare and development and administration of fire prevention program; provides highly complex professional support to City Manager and City Council.

### **SUPERVISION EXERCISED**

Exercises direct supervision over Division Chiefs; exercises indirect supervision over Firefighters, Fire Engineers, Fire Captains and support staff.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Participate in and manage the development and implementation of goals, objectives, policies and priorities; recommend service and staffing levels, policies and procedures.

Participate in and direct research and compilation of comprehensive reports for the City Manager, City Council and public.

Prepare, implement and monitor Department budget.

Plan, direct, supervise and review responses to emergency medical calls for service, ensure compliance with State and local protocols in treatment of sick and injured persons, administration First Aid, CPR and other emergency medical procedures.

Plan, direct, supervise and review training programs.

Supervise and review reports of daily activities of company promptly reporting accidents and injuries to superiors.

Explain, interpret and enforce policies, procedures, rules, regulations and programs.

Plan, direct, supervise and review purchasing activities, including preparation of Request for Proposals.

Prepare monthly and annual reports.

Hire, train, supervise, evaluate, motivate and discipline subordinate personnel. Represent the Fire Department at community meetings, committees, advisory boards; prepare and deliver speeches.

Coordinate activities with public safety agencies including city Police Department, municipal Fire Departments, County Fire Department, state and federal emergency management agencies.

Represent the City and Department at local and regional professional organization meetings.

Prepare agendas and agenda reports.

Recommend modifications to and new policies, procedures and regulations.

Develop and implement short and long range planning activities and strategies.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Federal, State, and local laws and radio communications procedures.

City's geography, water systems, location of hydrants and those of the surrounding area.

Public safety agencies as related to fire and emergency medical services functions.

Basic hydraulics.

Fire prevention and inspection methods, fire hazards and educational fire prevention techniques and programs.

Principles of administration and management.

Principles of budget development and monitoring.

Principles of employee hiring, training, supervision, evaluation, motivation and discipline.



Ability and skill to:

Read and understand technical material, rules and regulations related to firefighting, rescue techniques and emergency medical incidents.

Analyze emergency situations and address with an effective course of action.

Prepare and monitor a large and complex budget.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Tactfully interact with members of the public.

Safely operate and use fire vehicles and equipment.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, elected and appointed officials and the public.

### **QUALIFICATIONS**

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

BA/BS in business or public administration, fire science, emergency services management or related field and ten (10) years increasingly responsible experience in fire suppression, prevention and investigation, including five (5) years supervisory experience. Masters degree highly desirable.

### **LICENSE OR CERTIFICATE**

Valid Class A, B or Firefighter's Class B California Driver's License and good driving record. Chief Officer certification.

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment used in fire suppression and emergency medical services

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person



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Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand, walk for two hours at a time and engage in fire suppression activities

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

Ability to lift, drag or pull up to 150 pounds

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

