

FIRE CHIEF

(Unclassified)

DEFINITION

To plan, organize, direct, and coordinate the activities of fire suppression, prevention, and supportive services and to provide highly responsible and technical staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional, technical, and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, develop, and implement policies, goals, objectives, and priorities.

Plan, direct, coordinate, organize, and supervise the departmental operations of fire suppression and prevention activities.

Coordinate and direct the provision of departmental support services of station, hydrant, and equipment maintenance, in-service training, and fire inspection, maintaining departmental efficiency and effectiveness.

Direct research of alternative approaches to fire protection.

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

Direct and participate in the preparation of a variety of technical and departmental activity reports and records.

Direct and participate in the preparation and administration of the departmental annual budget.

Assist in development of City and County disaster plan.

Recommend new ordinances related to fire protection.

EXAMPLES OF DUTIES – (continued)

Participate in employee relations activities as related to fire department; provide advice and assistance to management negotiating team.

Attend conferences to exchange information on fire protection.

Represent the City in relationships with the public, community groups, professional organizations and outside agencies.

Coordinate Fire Department activities with other City departments and divisions and other government agencies.

Select, supervise, train and evaluate staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge:

Principles, practices, methods, and techniques of modern fire prevention and suppression activities.

Operation, maintenance, and uses of firefighting apparatus and equipment.

Principles and practices of modern municipal fire department administration and personnel training.

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Principles and practices of organization, administration, budgeting and personnel management.

Applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, and suppression.

Ability to:

Plan, direct, and organize fire prevention, suppression and support activities.

Ability to (continued):

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly, concisely, orally and in writing.

Supervise, train, and evaluate subordinates.

Formulate and administer sound departmental policy.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of broad and extensive experience in all phases of municipal fire suppression and prevention work including at least five years in a responsible middle management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college with major coursework in fire science, public or business administration or related field.

License or Certificate

Possession of an appropriate, valid California driver's license.

1101CS80

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APP GROUP: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt