

## **FIRE CHIEF**

### **DEFINITION**

Under administrative direction, to plan, organize, direct, and coordinate the fire suppression, fire prevention, fire investigation, hazardous material control, emergency medical services, emergency preparedness, and telecommunications functions of the City; and to perform related work as required.

### **MANAGEMENT RESPONSIBILITY**

This is the Department Head position for overseeing the City's fire suppression, fire prevention, fire investigation, hazardous material control, emergency medical services, emergency preparedness, and telecommunications functions. All Department work is directed and coordinated by this position.

### **EXAMPLES OF DUTIES**

Plans, organizes, directs, and coordinates the City's fire suppression, fire prevention, fire investigation, hazardous material control, emergency preparedness, emergency medical services, and telecommunications functions; directs the requisition of materials, supplies, and equipment; formulates rules, policies, and procedures for Department operations and services; directs inspection programs for enforcement of fire codes and regulations; provides technical staff support, information, and assistance to the City Council and City Administrator on the development of Department services and programs; oversees investigations of the cause and origin of major fires, as well as general fire investigation activities; directs the preparation of specifications for the purchase of fire apparatus and equipment; may take charge of fire suppression activities during major alarms; directs the preparation and maintenance of Department records and reports; participates in the development of new ordinances related to Department functions; develops, implements, and secures approval for mutual aid agreements; works with a variety of area fire and emergency service coordination groups; provides direction and support for other Department management staff; develops and administers a Department budget; oversees selection, supervision, evaluation, and job development of Department staff; recommends changes in the basic structure and staffing complement; develops and implements plans and procedures for improving Department services; represents Department functions with citizens, community organizations, and other government agencies; represents assigned functions with City staff and other governmental agencies as delegated.

**FIRE CHIEF****SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license.

**EMPLOYMENT STANDARDS**

Knowledge of:

- Modern principles, practices, and techniques of Fire Department administration and operation.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal fire laws, codes, rules, and regulations.
- Methods and principles of fire suppression, fire investigation, fire prevention, emergency medical services, emergency preparedness, and hazardous material control.
- Operation, maintenance, and capabilities of firefighting and emergency rescue equipment.
- Principles of local government, organization, and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the City's Fire Department functions and operations.
- Provide supervision, training, and work evaluation for staff.
- Formulate, implement, and evaluate Department operations, functions, and policies.
- Interpret, explain, and apply fire codes and regulations.
- Serve as an advisor to the City Council, City Administrator, and other City staff.
- Prepare and administer the department budget and fiscal controls.
- Research, collect, and analyze information related to fire services
- Prepare a variety of reports and presentations.
- Effectively represent the City's Fire Department with concerned individuals, organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

**FIRE CHIEF****EMPLOYMENT STANDARDS - (cont.)**

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in fire science or closely related field.

Work Background: Seven years of progressively responsible and varied professional experience in the provision of fire and other emergency services, including five years of experience in a supervisory, management, or administrative position.

August 1992