

**FIRE CHIEF**

**DEFINITION**

Plans, organizes and provides administrative direction and oversight for all Fire Department functions and activities, which include fire prevention and inspection programs, response to fire suppression, medical emergency, rescue and hazardous materials incidents; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

The Fire Chief receives administrative and general policy direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Direct supervision is provided over management and sworn and non-sworn staff; indirect supervision is provided to sworn and volunteer staff through subordinate levels of supervision.

**CLASS CHARACTERISTICS**

The Fire Chief oversees and directs all activities of the Fire Department for the City and surrounding areas in mutual aid circumstances. Responsibilities include strategic planning for use of City resources, coordinating the activities of the department with those of other local departments and ensuring that services provided are of the highest quality. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

**EXAMPLES OF DUTIES** (illustrative Only)

- Plans, organizes, coordinates and directs, through management staff, all City fire service functions including fire prevention, inspection, suppression, emergency medical services, disaster preparedness and administrative services.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of sworn and office support staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- 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.
- Responds to major emergencies and personally directs suppression, medical emergency, hazardous materials response and other activities at the site.
- Directs and coordinates major fire investigations.

- Works closely with the City Manger, the City Council, other city departments, a variety of public and private organizations and citizen groups in developing programs and implementing projects to solve fire service problems.
- Meets with developer, architects, contractors and property owners regarding fire and life safety requirements during construction or renovation.
- Prepares and recommends long-range plans for City fire service programs; develops specific proposals for action on current and future City needs.
- Makes interpretations of City fire regulations and ordinances, codes and applicable laws to ensure compliance and consistency of application.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Develops specifications for acquisition of a variety of equipment and apparatus.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Serves as the City's Fire Marshall and as the Director of Emergency Management.
- Serves as Battalion/Operations Chief on a rotational basis in cooperation with other West Contra Costa County fire departments.

➤ **QUALIFICATIONS**

**Knowledge of:**

- Principles, practices and procedures of municipal fire administration, including prevention, suppression, investigation, damage control and code enforcement.
- Principles, practices, techniques and equipment used in medical, chemical and hazardous materials, rescue and a variety of other emergency responses.
- 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 budget development, administration and accountability.
- Principles of incident command including the Standard Emergency Management System (SEMS).
- Computer applications related to the work.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational and regulatory organizations.
- Techniques for effectively dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

**Skill in:**

- Planning, organizing, administering, coordinating, reviewing and evaluating a comprehensive fire prevention, suppression, investigation and medical services program.
- Administering programs and the work of staff directly and through a subordinate level of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Making effective public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from a four-year college or university with major course work in fire science, fire administration or a field related to the work and three years of command or supervisory experience in the fire service. Possessions of an Associate of Arts degree and certification as a Chief Officer by the State of California or a National Fire Officer Executive may be substituted for the four-year degree requirement.

**License and Certification:**

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Certification as an Emergency Medical Technician (EMT) is desirable.

**Working Conditions:**

Works inside and outside. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions. May travel to sites outside of the City.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to operate a motor vehicle; strength and stamina to take command at a fire or emergency scene; strength and stamina to lift and carry

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50 pounds; vision to observe emergency scenes and investigations and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone and/or radio.