



July 22, 2019
FLSA: Exempt

FIRE CHIEF

DEFINITION

Under administrative direction, plans, organizes, controls and directs all Fire Department operations and activities including fire prevention and inspection programs, fire suppression, emergency medical, rescue, hazardous materials, natural and man-made incidents, and other public services; coordinates and directs communications, resources, volunteers and information to ensure smooth, efficient and effective department activities; supervises and evaluates the performance of firefighter volunteers; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over supervisory and technical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a director classification that oversees, directs, and participates in all activities related to fire suppression, fire prevention, and other public services, 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 Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Directors, 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 that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Fire programs, services, and activities.
- 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.
- Plans, organizes, controls, and directs department operations and activities including emergency medical, fire suppression, and fire prevention services to prevent or minimize the loss of life and property due to fire and emergency medical situations; establishes and maintains department time lines and priorities; ensures related functions and activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.
- 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; and obtains and maintains grant funding as needed.

- Coordinates and directs communications, resources, volunteers, and information to ensure smooth, efficient and effective department activities; plans, develops, and implements fire, emergency medical and other department programs, projects, services, goals, objectives, systems and activities; ensures proper and timely resolution of department-related issues and conflicts.
- Supervises and evaluates the performance of department volunteers; interviews and selects volunteers and recommends termination and disciplinary actions; coordinates volunteer training and work assignments and reviews work to ensure compliance with established standards, requirements and procedures; ensures employee understanding of established requirements.
- Selects, trains, motivates, and directs 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.
- Coordinates, directs, and participates in the response to medical calls, fire alarms, and other emergency situations; responds to major alarms and performs as part of the incident command team as needed; directs and participates in fire suppression and rescue activities; operates pumps, hoses, hydrants, compressors, and a variety of hydraulic and electronic equipment; enters burning buildings to rescue inhabitants and access fires for suppression.
- Plans, organizes, and directs operations and activities related to the enforcement of federal, State, and local laws, regulatory codes, ordinances, and procedures; inspects buildings, construction projects and other properties to ensure compliance with established fire, building, and other local codes and ordinances; identifies fire hazards; recommends and implements corrective actions as needed.
- Ensures adequate resources to meet emergency medical, fire suppression, and fire prevention needs; directs and participates in inventory activities; coordinates the purchase of materials and equipment as needed; prepares equipment specifications.
- Prepares and delivers oral presentations concerning fire suppression, emergency medical, hazardous materials, safety, emergency response, equipment operation, and other matters; explains related practices, techniques, requirements, principles, policies, and procedures.
- Investigates fire scenes to determine cause and origin of fire as requested; assists with arson investigations; gathers and documents evidence; testifies in court as requested.
- Reviews land development plans for compliance with established fire, building and other local codes and ordinances as directed; inspects and ensures proper functioning of fire alarms, sprinkler systems and extinguishers at various facilities.
- Provides technical information and assistance to the City Manager and District Board Chairperson regarding department activities, needs, and issues.
- Communicates with staff, administrators, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; coordinates emergency medical, fire suppression, training and fire prevention services with other fire departments and outside agencies as needed.
- Coordinates weed abatement, chlorine safety, school safety training, emergency plans, trench rescue, and other special fire and emergency prevention activities.
- Attends and conducts various meetings as assigned; prepares agenda items as required.
- Provides first aid, cardiopulmonary resuscitation (CPR) and emergency medical services as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Local street system, location of hydrants, the layout and location of public utilities, potentially hazardous materials and emergency treatment facilities.
- Technical operation, use, and maintenance of specialized fire apparatus and equipment.
- Principles and practices of budget development and administration.
- Techniques of CPR and emergency medical response.
- Principles, practices, and technical aspects of fire science, hydraulics, and water flow capacity.
- Applicable federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- 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.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the fire department.
- Provide administrative and professional leadership and direction for the division and the City.
- Control and direct emergency situations related to fire prevention, emergency medical response, and hazardous materials incidents, including natural and man-made disasters.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Operate pumps, hoses, hydrants, compressors and a variety of hydraulic and electronic equipment.
- Administer first aid and CPR.
- Remain calm and be capable of making decisions while working in extremely stressful situations that may present a threat to life and property.
- Prepare and maintain a variety of records and reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, 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.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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:

Equivalent to a bachelor's degree in fire science, public administration, or related field and two (2) years of municipal, managerial experience in fire service equivalent to Fire Battalion Chief at City of Mt. Shasta.

Licenses and Certifications:

- Valid California Class B driver's license.
- Valid First Responder and CPR/AED certificates.
- Valid State Fire Officer certificate.
- California State Fire Marshal (CSRM) Firefighter I and II certificates.

PHYSICAL DEMANDS

Must possess mobility, physical strength, and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines, and to climb and descend ladders; vision to discern colors and assess emergency situations, including medical incidents, and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio; and sight to identify and fight fires. The job involves fieldwork requiring frequent standing, walking, and running in operational areas to identify problems or hazards, including wet, slippery, rough, steep, rocky, or uneven surfaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned apparatus and equipment. Positions in this classification reach overhead above the shoulders and horizontally, bend, stoop, kneel, reach, crouch, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions, including moving heavy objects (50 pounds or more) long distances (20 feet or more). Employees may use Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to extreme temperatures, inclement weather conditions, smoke and fume inhalation including toxic gases, hazardous physical substances and fumes, including toxic gases, substantial heights road hazards, confining workspaces, chemicals, mechanical and/or electrical hazards and potential exposure to contagious diseases, blood, and blood borne pathogens. Employees may have evening or variable hours and may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.