FIRE CHIEF

DEFINITION

This executive level position serves as the head of the Fire District and assumes total management responsibility for the overall management of the Fire District. This position reports to and serves at the discretion of the Board of Directors.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Example of duties:

Establishes District goals, strategic objectives, and priorities; directs all activities necessary to provide fire protection and building code enforcement for the District; develops policies, rules, and procedures for the effective operation of the District; prepares and administers the District's fiscal budgets, operations, and capital improvements and administers the investment of District funds; coordinates District activities with other cities, districts, and outside agencies; provides administrative direction to activities relating to the effective utilization of personnel and the care and maintenance of District facilities and equipment; directs the enforcement of state regulations, laws, codes, and local ordinances relating to fire prevention, building/fire inspections and safety; manages the selection, development, and discipline of personnel; directly supervises officers responsible for District operations, planning and research, fiscal control, disaster preparedness, managing safety, maintaining fire water supply, communications, maintenance of equipment, buildings and grounds, and fire operations; responds to general alarm fires to direct fire suppression and fire cause investigation activities; directs the preparation of equipment specifications and confers with representatives of equipment manufacturers regarding new equipment; oversees the development of and participates in training programs for fire and building inspection personnel; speaks before various civic, business, and educational groups; prepares correspondence and directs the preparation and maintenance of District records and reports; manages hazardous materials plan and coordinates implementation; implements the incident command system; complies with fire apparatus safety regulations and retro-fitting; uses personal computer to perform word processing and spreadsheet functions.

Skill to: Effectively formulate and administer sound District policy in the areas of general fire science, development-related issues, hazardous materials, emergency planning, incident command theory, building code enforcement, fire master planning including city/county/district interrelationships; supervise the management of major fires; analyze fire and community issues and plan philosophies, goals, objectives, policies and procedures which are tangible, achievable, and measurable to meet needs; establish and maintain effective public relations; determine community
needs; understand the purposes and processes of fire/building inspection; plan, assign, direct, develop, and control the activities of subordinate personnel; exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of District personnel and in dealing with city officials, outside agencies, the public and the press; analyze District administrative problems and suggest alternatives and solutions; properly interpret and make decisions in accordance with laws, regulations, ordinances and policies; prepare and control budget; communicate effectively both orally and in writing; utilize personal computers and computer software to perform word processing and spreadsheet functions; work well under pressure to meet deadlines.

**Physical Characteristics:** While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog, or run.

The employee must occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must have the ability to: drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio and in person at distances up to 50 feet over the noise of equipment; voice volume and speech clarity to command during emergency operations; must be physically fit enough to carry fire equipment as needed, walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles, work outdoors for long periods of time in all types of weather conditions, and safely wear and work in a self-contained breathing apparatus (SCBA) without medical or physical restrictions; stamina to perform administrative functions and to meet physical and mental demands during an extended emergency.

While performing the duties of this job the employee occasionally works outside, which may include occasional exposure to wet, humid, hot, and inclement weather conditions. The employee may work near moving mechanical parts, under hazardous, life-threatening conditions, such as, but not limited to, heights, in confined spaces, at temperature extremes, around crowds, with loud noises, with limited visibility, in the presence of hazardous materials, in the presence of victims of death and/or dismemberment.

**Other Characteristics:** Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain on-call 24 hours a day, attend meetings, seminars and conferences during or after work hours, travel out of town or out of state for several days at a time, wear approved uniform, work under adverse conditions such as those inherent in emergency fire fighting situations.
MINIMUM QUALIFICATIONS

**Knowledge of:** Modern administrative techniques, principles, practices, and procedures particularly as applied to the overall management of autonomous fire district; supervision principles and practices; operating principles, practices and techniques of fire fighting, fire prevention and building code enforcement; applicable ordinances, building and fire codes, laws, and regulations; building inspection operations; fire district rules and regulations; operation of and applications for personal computers; budget preparation and control; hazardous materials management; incident command system; fire apparatus safety compliance regulations; labor relations techniques; effective training programs and techniques; local geography and fire fighting resources; personal computer operating systems and software applications.

**Experience:** Five years of increasingly responsible management-level experience in municipal fire fighting and prevention with three years in a command position.

**Education:** A Bachelor of Arts/Science Degree from an accredited college or university completed.

**License:** Possession of a valid California Driver's License.

**Certification:** California State Board of Fire Services Chief Officer Certification completed.

Submit for a Qualifications Appraisal by Board of Directors.