

DEFINITION:

Under administrative direction, plan, organize, direct, and evaluate the various activities of the Fire Department.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Fire Chief include, but are not limited to, the following:

1. Plan, organize, direct, and evaluate the activities of the Department including fire prevention and suppression, rescue and emergency medical aid, hazardous materials, and other activities designed to protect lives and property.

Measures: Departmental efficiency.

2. Coordinates personnel administration for department, including professional training, union dealings, maintaining personnel files and conducting performance evaluations.

Measures: Personnel effectiveness turnover ratio.

3. Makes recommendations to the City Manager regarding policy, equipment, facilities and manpower needs.

Measures: Age/state of equipment readiness.

4. Responsible for fire suppression, fire prevention and arson investigation activities, including investigations of fire hazards.

Measures: Community awareness and compliance.

5. Maintains reports necessary to comply with City, State and Federal requirements.

Measures: Accurate and timely filings.

6. Serves as liaison with other City departments and non-City agencies.

Measures: Effective inter-communications.

7. Prepares and controls department budget.

Measures: Timely and accurate submission.

8. Attends staff, City Council, and county and state Fire Chiefs meetings.

Measures: Regular attendance.

9. Participates in regional and local disaster plans and fire safety programs.

Measures: Complete and up to date plans filed.

10. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, practices, methods and equipment employed in modern fire fighting; fire hazards and fire prevention techniques; use of fire records and their application; fire prevention and fire protection administration.

Ability to:

Interact effectively with the public and employees. Plan, assign and coordinate the activities performed by a large group of employees in varied fire fighting activities; lead and discipline effectively; initiate, plan and carry out programs in fire department administration, in-service training and fire prevention; speak and write effectively.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree, from an accredited college, or university or equivalent and college level courses in fire department administration, suppression and fire prevention.

Experience:

Typical experience would include ten years of progressive relevant experience in fire service, including extensive exposure to fire service administration activities, as well as experience in all aspects of department operations, suppression, E.M.S., prevention, communications, training and disaster preparedness. Five years of experience in fire service administration.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.

NOTE: See class spec history file for Job Analysis prepared by Intracorp, dated Aug. 29, 1994, and Aug. 22, 1994.