

FIRE CHIEF

Class Definition

Under general direction, plans, organizes, and directs the activities of the Fire Department.

Distinguishing Characteristics

The Fire Chief exercises considerable judgment and discretion in managing a full service municipal Fire Department which provides essential safety services in fire suppression, fire prevention, and emergency medical services. Through subordinate officers, the incumbent develops and implements policies and procedures related to service levels, staffing requirements, financing, and equipment management and maintenance. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information does not reflect Essential Functions for this class.)

Establishes broad department policies, and directs and coordinates the work of subordinates in carrying out programs and established policies.

Establishes and maintains effective firefighting and fire prevention programs; evaluates operations and implements improvements when necessary.

Determines service levels and staffing requirements.

Directs the preparation of final budget requests for submittal and administers the approved budget.

Establishes procedures for personnel management including selection, performance evaluation, promotion, training, and discipline.

Makes recommendations on legislation concerning the fire service.

Performs related duties as required.

Knowledge, Abilities, and Skills

Extensive knowledge of the laws, rules, and regulations relating to fire control, prevention, and fire department administration.

Extensive knowledge of the principles, practices, and procedures of modern firefighting and rescue operations and equipment.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Knowledge of the principles and procedures of municipal budget preparation and administration.

Ability to plan, organize, and direct the work of subordinate staff.

Ability to establish and maintain effective working relationships with subordinates, City officials, and the public.

Ability to exercise independent judgment within general policy guidelines.

Ability to act calmly and quickly, and make effective decisions in emergency situations.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Ability to make clear and persuasive oral presentations.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in an appropriate field, and a minimum of two years of experience as a Fire Chief or Chief Officer in a fire department. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____

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