

FIRE CHIEF

DEFINITION

To plan, coordinate, direct and evaluate the services, programs and activities of the Fire Department and Building Division; to oversee fire prevention and suppression operations; to carry out the statutory duties of Fire Chief; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Administrator and policy direction from the Mayor and City Council.

Exercises direct supervision over departmental staff.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Plans, organizes, administers and supervises all services, programs and activities of the Fire Department.

Evaluates community fire prevention and suppression needs, and formulates short- and long-range plans to address them.

Develops, recommends and implements cost-effective, innovative department programs, policies and procedures.

Interprets and provides guidance regarding goals and objectives, policies and procedures, to division personnel.

Confers with department staff, City staff and administrators, and City Council on operational and administrative problems, and helps to develop solutions.

Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.

Selects, trains, supervises, motivates and evaluates the performance of department personnel through the chain of command; provides or coordinates staff training; implements disciplinary and termination processes.

Reviews and evaluates reports of subordinate officers for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required.

Directs investigations to determine the cause and origin of fires.

Oversees the enforcement of federal, state and local fire codes and regulations.

Responds to and takes command of emergency incidents.

CITY OF OROVILLE

Serves as Emergency Operations Coordinator; coordinates emergency / disaster plan development within the City.

Coordinates fire programs and projects with other City departments as appropriate; recommends the adoption of ordinances, policies and procedures related to fire issues.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding fire service and safety matters.

Coordinates public education programs with other City departments, fire agencies and departments, public agencies, and civic / community organizations.

Keeps abreast of new developments in fire fighting, prevention, training and administration.

Prepares and submits reports on departmental programs and activities to the City Administrator and City Council.

Conducts and attends staff meetings as required.

Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

Operational characteristics, services and activities of a comprehensive municipal fire protection program.

Organizational and management practices as applied to the analysis and evaluation of fire service programs, policies and operational needs.

Modern principles, practices, techniques and equipment of fire service operations.

Recent developments, current literature and sources of information related to fire science and safety.

Specialized rescue technology and hazardous materials issues.

Principles and techniques of modern first aid, rescue, resuscitation and emergency medical services.

Geography, building construction types, major fire hazards, water supply and fire/building laws and regulations of the City.

California and federal emergency management agencies, mutual aid plans and procedures.

Principles of supervision, training and performance evaluation.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze, apply and enforce federal, state and local laws, rules and regulations.

Provide administrative and professional leadership for the Fire Department.

Plan, organize and supervise the work of subordinate staff.

Select, supervise, train and evaluate staff.

Develop, implement and interpret goals and procedures for providing effective and efficient municipal fire prevention and suppression services.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and procedures.

Understand and relate fire problems and priorities with overall City problems.

Plan and participate in City disaster operations.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Deal courteously, yet firmly and effectively with the public in emergency situations.

Properly use fire suppression and other work-related equipment.

Learn standard emergency radio procedures and codes.

Prepare clear and concise administrative reports.

Perform mathematical computations with accuracy.

Make effective public presentations.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary for successful job performance.

Experience:

Six years of increasingly responsible professional experience in fire prevention and suppression, including at least three years of experience in a responsible middle-management position.

Education:

Associate of Arts degree from an accredited college or university with a major in fire science or related field. A Bachelor's degree or Master's degree with major course work in fire science or administration is desirable.

Additional Requirements:

Possession of a valid California driver's license.

Possession of a State of California Fire Officer Certificate.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration. Worker is subject to unusual fatigue from irregular working hours / incident call activity.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or emergency operations; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and

writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment, driving a motor vehicle.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.