

FIRE CHIEF

Definition:

Under general administrative direction is responsible for all activities of the Fire Department, which is charged with the enforcement of laws and regulations pertaining to the Fire Code and the provision of around-the-clock assistance designed to save lives and protect property and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the Fire Chief include the following:

Plans, organizes, directs and manages all activities of the Fire Department to include fire suppression and prevention, disaster preparedness and the paramedic program

Develops and coordinates the City's disaster plan and assists the City Manager in implementing the plan during emergencies.

Coordinates Fire Department activities with those of other departments and other fire agencies as needed.

Advises the City Manager, City Council, and other City departments/divisions on issues pertaining to the fire service.

Represents the City in fire service/Fire Department issues before a variety of groups, the public and other agencies.

Develops, recommends, administers, interprets and enforces Fire Department policies and procedures and assists in the development and administration of the City's fire service policies and regulations.

Selects and is responsible for the training, supervision and evaluation of all departmental staff.

Directs and participates in the preparation of a variety of studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances.

Makes Fire Department budget recommendations and administers the expenditure of funds.

Formulates, recommends and implements departmental goals and develops workload indicators to measure progress towards goals achievement.

Makes applicable recommendations for the capital improvement program and for the purchase of materials, equipment and supplies.

Seeks, develops and makes recommendations on alternative sources of funding as appropriate.

Develops and evaluates special programs.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.

Makes oral and written presentations.

May respond to and take command of operations at major fires and other emergencies.

Attends a variety of meetings and civic functions and represents the City.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

May act as Director of Emergency Services when the Emergency Operations Center is activated, in the absence of the City Manager and may act as an Emergency Operations Section Head depending on the nature of the incident.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves equipment and other items weighing 50 pounds or less.

During emergency situations, performs sustained activity requiring good physical condition.

Class Characteristics:

Fire Chief is a single incumbent sworn department head class and is a member of the City's executive team. The Fire Chief is appointed by and reports to the City Manager and has broad responsibility for the safe, effective and efficient administration of all department activities.

Contacts and Relationships:

The Fire Chief supervises division managers and professional/administrative support staff and through them all Fire Department employees. The Fire Chief establishes and maintains contact with and has continuing interaction with a variety of City staff to include City Council Members, the City Manager and City department heads. Additional contact will occur with civic groups and representatives of other public and private agencies. Contact with the public will occur during emergency situations and during some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal government and Fire Department organization, administration and operations.

Principles, practices and equipment used in contemporary fire fighting, fire prevention, paramedic and disaster preparedness programs.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal budget administration, capital improvement programs and revenue sources related to area assigned.

Laws, codes, rules and procedures which apply to the fire service, procedures involved in the enforcement of same and related legal issues.

Goal-setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership for the City's Fire Department staff and programs.

Formulate and administer effective fire suppression and prevention programs, paramedic and disaster preparedness programs.

Analyze problems and recommend and implement effective solutions.

Select, train, motivate, supervise and evaluate staff.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Meet with citizen groups and organizations, analyze and resolve complaints and make recommendations on requests for service.

Work within, interpret and apply applicable laws, City and department rules and regulations.

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

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Fire Science, Management, Business Administration, Public Administration or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible experience in the fire service, including some suppression experience, three years of experience at the mid-management/ supervisory level, in an organization comparable to Fullerton in terms of the scope of activity.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Fire Chief file financial disclosure statements in accordance with state and local laws.

Other:

A graduate degree or some completed graduate level coursework in Management, Business Administration, Public Administration or a related field from an accredited college or university is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is normally performed in an office environment with outdoor/on-site work as needed when responding to major incidents/emergencies. When responding to major incidents/emergencies there may be full exposure to the elements. In the office the incumbent uses a computer, keyboard and related equipment, sits, stands, walks, twists, grasps, reaches and bends, and may climb stairs and lift and move equipment and other items weighing 30 pounds or less. The incumbent drives a vehicle on City business and when on-site, may walk and stand on slippery/uneven surfaces. During the course of some major incidents/emergencies the incumbent may perform sustained physical activity, walk and run on inclines, be exposed to blood, communicable diseases, extreme noise, grease/oil, a variety of fumes, smoke, solvents and chemicals, electrical hazards, wet or damp conditions, vehicular traffic and a hot, and toxic atmosphere close to flames. The incumbent may assist in the rescue of injured persons from hazardous areas, conduct searches and use an air bottle and breathing apparatus weighing 50 pounds or less. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Executive.

Revised December 2004

Revised August 1995