

Fire Chief Job Description

Class or job specifications are intended to present a descriptive list of the range of duties performed by employees in the class or position. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank. The Fire Chief is exempt and serves at the pleasure of the Board of Directors.

Summary Job Description

Under the policy direction of the Board of Directors, the Fire Chief is responsible for the effective and efficient operation of all aspects of the Fire District. The Fire Chief administers, plans, organizes, coordinates, and directs all aspects of the Fire District.

Representative Duties and Responsibilities

- Administers, plans, organizes and supervises operations of the Fire District
- Develops and proposes annual budget to the Board of Directors, ensures that acquisitions and expenditures are within District policy
- Promotes positive relations with the Board of Directors, local elected officials, other government agencies, community members, and Fire District staff
- Coordinates Fire District activities with other entities such as cities, counties, special districts, and state agencies
- Develops, implements and enforces District policies, rules and regulations and standard operating procedures
- Responsible for the recruitment, retention, hiring, promotion, and discipline of all Fire District personnel
- Conducts research, makes recommendations, prepares, and presents reports to the Board of Directors concerning Fire District operations
- Represents the District in the negotiations of cooperative agreements with other entities
- Responds to major fires and other major emergency incidents at any time of the day, evaluates situations and resources; makes determination regarding command and may assume command of the incident when deemed necessary
- Oversees investigations of complaints from the public and Fire District personnel and takes appropriate action
- Represents and promotes the Fire District's interest to local, state or federal officials, special interest groups, and the public, attends meetings or special functions after hours and on weekends which may require travel
- Attends meetings of the Board of Directors, prepares, and presents reports as necessary
- Supervises, trains, and evaluates assigned staff
- Collaborates with firefighters association as needed
- Other related duties as necessary to ensure the success of the organization

Knowledge

- Principles and practices of public and community relations; municipal government, and fire department administration
- Modern principles, methods and practices of fire suppression and prevention, rescue operations, hazardous material response, and emergency medical services
- Federal and state regulations and guidelines governing operations and activities of a Fire Department and a Fire District

- Structures, operations and roles with the National Incident Management System, Incident Command System; and Emergency Operations Center
- Principles of municipal personnel management practices, budgeting, supervision, and training

Required Qualifications

- 10 years' experience in the fire service with at least five years of service at the Chief Officer level, including one year in an administrative capacity
- Bachelor's degree in a job related or similar field
- Possess and maintain a valid California driver's license and satisfactory driving record
- Possess and maintain a minimum of Emergency Medical Technician certification
- Substantial experience in administration including governance, budget, finance, and human resources

Desirable Qualifications

- Master's degree
- California State Fire Marshal Certification as: Fire Chief, Chief Officer, or Executive Chief Fire Officer
- Residency within 75 miles of Station 91 is strongly preferred

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed both outdoors and in a typical office environment and requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting, standing and/or walking for long periods of time; occasional bending, squatting, lifting, carrying, pushing, pulling, climbing, and walking on uneven surfaces, ladders, or surfaces that may be slippery from fire or water damage
- Lifting – occasional lifting up to 75 pounds; frequent lifting, pushing and/or carrying of objects weighing up to 25 pounds
- Vision – constant use of overall vision; frequent reading and close-up work as well as driving and other distance related activities
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching
- Hearing/Talking – frequent hearing and talking, in person and on the telephone
- Emotional/Psychological – frequent decision-making and concentration with periodic emergency operational decision-making under conditions of extreme physical and/or mental pressure; frequent public and/or co-worker contact; occasional working alone
- Environmental – frequent exposure to all types of weather conditions and marked changes in temperatures; potential inhalation or contact with smoke, vapors, dust or gasses; possible exposure to potentially harmful chemical or biological agents; frequent exposure to computer screens and noise