FIRE CHIEF

DEFINITION

To plan, organize, & direct the activities of fire suppression, community risk reduction, and administrative services; to provide highly responsible and technical staff assistance to the Fire Board of Directors and staff of member agencies; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Fire Board of Directors.

Responsibilities include direct supervision of the Deputy Fire Chiefs and administrative personnel.

Indirect supervision of other non-sworn and sworn personnel is provided when necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Oversee the planning, development, and implementation of organizational policies, goals, objectives, and priorities.

Plan, direct, coordinate, organize, and supervise the departmental operations of fire suppression, community risk reduction, and administration.

Prepare a variety of technical and departmental activities reports and records.

Prepare and administer the departmental annual budget.

Represent the department in relationships with the JPA member agencies, including the public, community groups, and professional organizations.

Supervise affirmative action, safety and emergency preparedness activities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and techniques of modern fire prevention and suppression activities.

Operation, maintenance, and uses of firefighting apparatus and equipment.

Principles and practices of modern municipal fire department administration and personnel training.

Principles and practices of organization, administration, budgeting and personnel management and labor relations.

Applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, and suppression.

Ability to:

Plan, direct, and organize fire prevention, suppression and support activities.

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

Communicate clearly and concisely, orally and in writing.

Supervise, train, and evaluate subordinates.

Formulate and administer sound departmental policy.

Experience and Training Guidelines

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of increasingly responsible supervisory and administrative experience at the level of a Fire Battalion Chief or above.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, public administration, or a closely related field.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 25 pounds; some exposure to cold, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

Adopted Fire Board: 10/8/19
Bargaining Unit: Fire Chief
FLSA: Exempt
Pre-Appt. Medical: Yes
Safety Sensitive: Yes
Form 700: Yes
Job Code: 1150