



CENTRAL COUNTY FIRE DEPARTMENT FIRE CHIEF

Department: Fire
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented
Revision Date: 10/01/08

DEFINITION

This is an at-will, unrepresented position reporting to the Chief Administrative Officer of the Joint Powers Authority while keeping the other City/Town Manager informed. Provides highly responsible and technical staff assistance and exercises supervision over the Operations, Training, Prevention and Disaster Preparedness Divisions. Demonstrates a strong commitment to high quality customer service, community investment and participative management. Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, and suppression to prevent the loss of life and property by fire and emergency medical conditions.

ESSENTIAL DUTIES

- Direct departmental programs and operations with respect to equipment, apparatus, and personnel; oversees the implementation of such plans
- Establish policies and standards
- Prepare and administer Fire Department operating, capital and program budgets.
- Respond to and possibly direct activities at the scene of major emergencies
- Supervise the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- Direct the operation of departmental in-service training activities.
- Handle grievances; maintain Departmental discipline and the conduct and general behavior of assigned personnel.
- Communicate official plans, policies, and standards to staff and public.
- Prepare and submit monthly reports to the Chief Administrative Officer regarding the Department's activities and prepares a variety of other reports as appropriate
- Meet with elected or appointed officials, other Fire officials, and members of the public on all aspects of the Department's activities.
- Maintain relationships with other City and Town departments as well as departments in other cities
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Modern fire suppression, prevention and EMS.
- Principles, procedures, techniques, equipment, and EMS techniques.
- Applicable laws, ordinances, departmental standard operating policies and standards.

Ability to:

- Train and supervise subordinate personnel.
- Communicate effectively, both verbally and in writing.
- Exercise sound judgment in evaluating situations and in making decisions.
- Operate tools and equipment employed in the fire service.
- Establish and maintain effective working relationships with other employees, supervisors and the public.

Education and Experience:

- Graduation from a college or university with a Bachelors degree in Fire Science, Public Administration, Psychology or a closely related field
- Eight (8) years of increasingly responsible experience with a fire service, three (3) years of which must have been equivalent to a Battalion Chief or higher.

License and Certification:

- California State Chief Officer certification
- National Incident Management System Certification
- Possession of a valid California Driver's License

SPECIAL REQUIREMENTS:

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, smoke and explosive materials. Ability to work cooperatively with the public, other departments and those encountered in the course of work; to remain calm during emergencies; to deal calmly with fire personnel and irate citizens or difficult problems, handling situations with tact and firmness. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.

City Manager

Date