



Job Description - Fire Chief

Purpose of the Job:

Reporting to the Board of Directors, the fire chief will administer, plan, direct and control all aspects of the fire department including administration, fire suppression, fire prevention and rescue activities of the department as authorized by the California Fire Code. The fire chief will also administer applicable local and federal fire regulations. Administrative duties comprise planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment. The fire chief consults with the Board of Directors on issues of organization, policy and planning, but works independently in supervising technical operations.

Duties and Responsibilities:

- Plan direct and supervise through subordinate officers the activities of the fire department as specified in departmental policies & procedures.
- Establish and implement Operational Guidelines based on best practices and OSHA regulations.
- Have training programs developed and implemented in accordance with accepted standards to improve the understanding and skill of all staff in fire fighting and rescue procedures and EMT/EMTP first responders.
- Ensure adequate records are kept of all required maintenance and training.
- Prepare and submit an annual budget and long-range plan and make expenditures within approved limits.
- Develop and revise a long-range capital plan to keep pace with development.
- Liaise with and advise planning, engineering and other departments on development implications for fire fighting as part of the development approval process.
- Ensure that all local government policies and processes are adhered to.
- Maintain an effective working relationship with all local government departments and carry out such additional duties as requested by the Board of Directors.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Liaise with representatives of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Participate in Fire Chiefs' Association at the local or regional level.
- Other related duties as assigned by the Fire Board.

Organizational Relationship:

- The fire chief reports to Board of Directors

Minimum Qualifications:

Education/Training:

- High School diploma or equivalent.
- CSFM Firefighter 1 Certification
- CSFM Driver/Operator Pump Certification or other approved course.
- CSFM Company Officer Training Program.

Minimum Experience:

- A minimum of five (5) years with a fire department.
- Progressive responsibility level within the fire service.
- Previous experience as a fire department officer.
- Previous management experience is an asset.

Occupational Certification:

- California Class C License with firefighter, air brake & tank endorsements
- EMT-1A
- CPR Certification
- S-230 Engine Boss

Knowledge:

- Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, County regulations, Federal acts and standards.
- Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard and OH&S regulations.
- Knowledge and training in Incident Command System (ICS) minimum ICS 200.
- Knowledge of the community and fire protection area.
- Knowledge of computer software applications including Firehouse Software (NFIRS), word processing, spreadsheets and mail applications.
- Knowledge of the California Fire Code
- Fire Hazard Reduction methods to successfully reduce fire hazards.
- Techniques utilized for public education and information.
- Fire investigation techniques, methods and practices.

Skills & Abilities:

- Ability to be an effective leader

- Ability to organize & delegate, tactfully and diplomatically arbitrate conflicts between viewpoints to build consensus.
- Ability to effectively administer the operations of a volunteer fire department
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department, members of the public and the Board of Directors.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Willingness and commitment to participate in training programs and workshops.
- Work effectively under dangerous and stressful conditions, extreme weather conditions, hazardous situations and other adverse conditions.
- Administer Emergency Medical Care
- Operate an emergency vehicle/pumper in a safe manner.
- Make repeated, rapid movements and sustain a high level of muscular exertion and physical activity for 15 mins or longer, performing a sequence of physically demanding operations quickly and safely.
- Ability to recruit, train, mentor and direct volunteer firefighters in the station environment and during emergency operations.

I have read and understand this job description.

Employee signature _____

Date _____

This job description is the minimum requirements of this job's assigned duties, tasks and responsibilities.

District Official Signature (title) _____

Date _____