

JOB DESCRIPTION

City of Patterson



Human Resources

FIRE CHIEF

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The Fire Division Chief is a joint-funded position between the City of Patterson and the West Stanislaus Fire Protection District. Incumbent plans, organizes, directs and reviews the activities and operations of the Fire Department/ Fire District including fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services and administrative support services; provides leadership to the department and the City / District organizations; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex administrative support to the City Manager and District Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

The Fire Chief reports directly to the City Manager of the City of Patterson and to the Board of Directors of the West Stanislaus County Fire Protection District.

The Fire Chief exercises direct supervision for Fire team management, supervisory, sworn, technical and administrative support personnel.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Examples of duties:

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures;

Coordinate Departmental activities with outside agencies and organizations; provide staff assistance to the City Manager, Board of Directors, and City Council; prepare and present staff reports and other necessary correspondence;

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures;

Supervise and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments;

Represent City / District as Emergency Manager; direct development and administration of disaster plans and emergency operations for the City and the Fire District;

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline;

Develop and implement long and short-term strategic plans in support of department and City-wide and Fire District goals and objectives;

Respond to major fire alarms and emergency incidents, personally direct fire suppression activities and operations as necessary;

Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs;

Participate in employee relations activities as related to the Fire Department; provide advice and assistance to the management negotiating team;

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary;

Research, prepare and present technical and administrative reports and studies to Council / Board, commissions and a variety of committees; prepare written correspondence as necessary;

Build and maintain positive working relationships with Executive Team, Mayor, City Council, Board Members, co-workers, other City employees and the public using principles of good customer service;

Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements;

Performs other duties as assigned.

MIMIMUM QUALIFICATIONS

In general, the Fire Chief will need the following skills, knowledge, and attributes to be successful in fulfilling the responsibilities of the position:

Knowledge of:

Principles, practices, methods and techniques of modern fire and life safety, fire suppression, fire investigation, emergency medical services, disaster preparedness activities, hazardous materials response and associated programs, and operations of a municipal fire department and independent fire district;

Operational characteristics, maintenance and uses of firefighting apparatus and equipment;

Principles and practices of leadership, motivation, team building and conflict resolution;

Labor relations techniques;

Pertinent Federal, State, and local laws, codes and regulations;

Local geography and firefighting resources;

Organizational and management practices as applied to the analysis and evaluation of programs;

Principles and practices of organization, administration and personnel management;

Principles and practices of budget preparation and administration;

Incident command administration techniques.

Ability to:

Effectively formulate and administer sound departmental policy in the areas of general fire science, development-related issues, hazardous materials, emergency planning, incident command theory, building code enforcement, fire master planning including city/district/county interrelationships;

Prepare and administer Fire department budgets;

Supervise, train and evaluate assigned personnel;

Supervise the management of major fires and emergency incidents;

Gain cooperation through discussion and persuasion;

Analyze fire and community problems and to plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs;

Interpret and apply Federal, State, local and department policies, procedures, laws and regulations.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Identify and respond to public, City Council, and Fire District issues and concerns.

Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of departmental personnel and in dealing with City officials, outside agencies, the public and the press;

Communicate clearly and concisely, both orally and in writing.

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

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible command and supervisory experience in an organized fire department / fire district, including three years of administrative and management experience.

Education:

Bachelor's degree from an accredited college or university with a major in fire science, business or public administration, human relations or political science. A master's degree in a related field preferred.

Certification:

California State Board of Fire Services, Chief Officer Certification

ICS/SEMS Certified

License or Certificate:

Possession of a valid California driver's license in compliance with California Department of Motor Vehicles regulations and requirements related to the driving and operating of fire apparatus. Maintenance of a valid California driver's license with the appropriate endorsements, qualifications, and medical clearances is required as a condition of employment for the position of Fire Chief.

NECESSARY SPECIAL REQUIREMENTS

Must be 21 years of age or older.

Must be a non-smoker.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions:

Work is performed in a standard office with frequent travel to various locations to attend meetings and/or perform Department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical Conditions:

Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

Working Conditions:

Must be willing and have the ability to work such hours as necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain on-call 24 hours a day, attend meetings, seminars and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors, wear approved uniform. Report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with Department policy.