



JOB DESCRIPTION

Fire Chief

Date Prepared: December, 2017

SUMMARY: Under administrative direction, plans, directs, manages and oversees the activities and operations of the Fire department including policy development, fiscal management, code enforcement, emergency medical services, fire safety and fire suppression and prevention; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and the City Council; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Assume full management responsibility for all department services and activities including policy development, fiscal management, code enforcement, emergency medical services and fire suppression and prevention.
- Recommend and administer policies and procedures.
- Respond to emergency incidents to observe and/or provide consultation.
- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish appropriate service and staffing levels.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Review and evaluate work methods and procedures.
- Meet with key staff to identify and resolve problems.
- Identify opportunities for improvement and direct and implement changes.
- Perform final interpretations of fire codes and ordinances to ensure consistency and compliance with mandated rules, regulations, codes and ordinances.
- Select, train, motivate, and evaluate assigned personnel.
- Provide and/or coordinate staff training.
- Work with employees to correct deficiencies and implements discipline procedures.
- Work closely with other City departments, emergency service agencies, associations, community groups and representatives to determine fire service requirements.
- Prepare and implement short and long-term strategies to meet community needs.
- Oversee, develop and control the development and administration of the department budget.
- Approve the forecast of funds needed for staffing, equipment, materials and supplies.
- Approve expenditures and implement budgetary adjustments as appropriate.
- Explain and justify department programs, policies and activities.
- Negotiate and resolve sensitive and controversial issues.

- Coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager and the City Council.
- Participate on a variety of boards, commissions and committees.
- Prepare, approve, and presents staff reports and other necessary correspondence.
- Attend and participate in professional group meetings.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree with major course work in the Fire Sciences, Public Administration or a related field. Master's degree and completion of National Fire Academy Executive Fire Officer Program desirable. Ten years of fire suppression and fire prevention experience including five years at a significant and increasingly responsible administrative level is required.

Knowledge of:

- Operations, services, and activities of a municipal fire department offering comprehensive services including fire prevention and suppression, emergency medical, and fire safety programs.
- Principles and practices of fire suppression, prevention, and investigation.
- Methods and techniques of developing fire service programs to meet community needs.
- Operational characteristics of fire apparatus and equipment including vehicles and communications devices.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of program development and administration.
- Advanced methods and techniques of fire fighting, prevention, and suppression.
- Advanced methods and techniques of emergency medical response.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations governing hazardous materials, buildings and fire inspections.

Skill in:

- Managing and directing operations and activities of a municipal fire department.
- Developing and administering departmental goals, objectives, and procedures.
- Analyzing and assessing programs, policies, and operational needs.
- Identifying and responding to sensitive community and organizational issues, concerns, and needs.
- Planning, organizing, directing and coordinating the work of lower level staff.
- Selecting, supervising, training, and evaluating staff.
- Interpreting laws, regulations and policies.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Preparing clear and concise reports, specifically financial reports.
- Preparing and administering large and complex budgets.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily within the fire station and in close proximity to subordinates. Incumbent must be physically able to perform strenuous and hazardous tasks under emergency conditions and must have the stamina and the mobility to work a minimum of a 24-hour shift and to respond to major fire alarms and emergency situations. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, dust and irritating or hazardous materials and chemicals. Protective clothing helmets, gloves, boots, etc., are required while responding to emergency calls. Physical demands require running, bending, stooping, climbing and frequently lifting heavy objects. Incumbent must be able to pass the medical examination required of fire personnel. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which will include weekends, holidays, evenings and/or varying hours.

Department Head

Date

Personnel Officer

Date