



## JOB DESCRIPTION

### Fire Chief

Date Prepared: December, 2022

**SUMMARY:** Under administrative direction, the Fire Chief plans, leads, directs, manages, and oversees the activities and operations of the Medical & Fire Services Department coordinating assigned activities with other departments and outside agencies; providing highly responsible and complex administrative support to the City Manager and the City Council and 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, arson investigation, fire suppression and prevention.
- Developing, promoting, and maintaining an organizational culture that is compatible with the organizational culture of the City
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- Develop and administer Medical & Fire Services Department 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 and maintain appropriate service and staffing levels.
- Stay informed of new trends and innovations in the field of emergency medical services
- 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 implement discipline procedures.
- Direct Emergency Operations Center (EOC) activities and lead the City disaster preparedness efforts.
- 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.
- Effectively negotiate memoranda of understandings with the labor union.
- Prepare and make presentations before the City Council.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

A combination of training, education and experience directly related to the level of leadership and the scope of organizational authority/responsibility that provides the knowledge, skills, and behaviors required to accomplish the duties and responsibilities of the position as described herein. Typical this will include:

- Bachelor's degree from an accredited college or university, with major course work in the fire sciences, public administration, business, or a related field; and
- Considerable years (10 preferred) or fire suppression experience; and
- Adequate years of supervisory experience in fire service command, ideally ranked Captain or above, within a multi-station municipal or rural fire department with paid personnel; and
- Significant years of administrative and budgetary experience; and
- Experience and oversight addressing labor and employee relations matters in a union environment; and
- Possess a valid California Class "C" driver's license upon hire, or out of state equivalent, and maintain throughout the length of employment with the City of Victorville; and
- Significant knowledge of fire prevention, mitigation, and fire code application; and
- Experience with emergency management and emergency medical services.

### **HIGHLY DESIRABLE:**

- Chief Fire Officer, or Executive Chief Fire Officer Certification, per the State of California Fire Marshal, or out of state or national equivalent.
- Master's Degree

### **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 firefighting, 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, or out of state equivalent, and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily within City Hall, however, requires routine travel to fire stations and community events. Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer/device. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Some field work will be performed outdoors and will require the operation of a vehicle. The majority of time will be spent in a typical office environment, however, may respond to emergency incident sites and field activities, therefore the position may require an irregular schedule which may include weekends, holidays, evenings and/or varying hours.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Date