



Job Code: 0590
FLSA: E
Unit: MGMT
Revised:

FIRE CHIEF

DEFINITION

Subject to administrative direction of the City Manager, is responsible for the overall management of the Fire Department and for fire prevention, suppression, and for building and fire inspection; performs difficult and responsible administrative work in connection with carrying out City and departmental goals, objectives and priorities; and performs other duties as required.

EXAMPLES OF DUTIES

Directs all activities necessary to provide fire protection and building code enforcement to the City; develops policies, rules, and procedures for the effective operation of the department; directs the preparation and administration of the recommended departmental work program and fiscal budget; coordinates departmental activities with other City departments and outside agencies; establishes departmental goals, objectives, and priorities; provides administrative direction to activities relating to the effective utilization of personnel and the care and maintenance of department facilities and equipment; directs the enforcement of state regulations, laws, codes and local ordinances relating to fire prevention, building/fire inspections and safety; manages the selection, development and discipline of personnel; directly supervises officers responsible for departmental operations, activities of planning and research, exercising fiscal control, disaster preparedness, managing safety, maintaining fire water supply, communications, maintenance of equipment, buildings and grounds, and fire operations; responds to general alarm fires to direct fire suppression and fire cause investigation activities; directs the preparation of equipment specifications and confers with representatives of equipment manufacturers regarding new equipment; oversees the development of and participates in training programs for fire and building inspection personnel; speaks before various civic, business and educational groups; prepares correspondence and directs the preparation and maintenance of departmental records and reports; manages hazardous materials plan and coordinates implementation; implements the incident command system; complies with fire apparatus safety regulations and retrofitting; uses personal computer to perform word processing and spreadsheet functions.

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DESIRABLE QUALIFICATIONS

Knowledge of: Modern administrative techniques, principles, practices, and procedures particularly as applied to the overall management of municipal fire department and building inspection operations; supervision principles and practices; operating principles, practices and techniques of fire fighting, fire prevention and building code enforcement; applicable ordinances, building and fire codes, laws, and regulations; fire department rules and regulations; operation of and applications for personal computers; budget preparation and control; hazardous materials management; incident command system; fire apparatus safety compliance regulations; labor relations techniques; effective training programs and techniques; local geography and firefighting resources; personal computer operating systems and software applications.

Skill 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/county/district interrelationships; supervise the management of major fires; analyze fire and community problems and to plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs; establish and maintain effective public relations and determine community needs; understand the purposes and processes of fire/building inspection; provide residential buyer and energy conservation information; plan, assign, direct, develop and control the activities of subordinate personnel; 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; analyze departmental administrative problems and suggest alternatives and solutions; properly interpret and make decisions in accordance with laws, regulations, ordinances and policies; prepare and control budget; communicate effectively both orally and in writing; utilize personal computers and computer software to perform word processing and spreadsheet functions; work well under pressure to meet deadlines.

Experience: Five years of increasingly responsible management-level experience in municipal fire fighting and prevention with three years in a command position. Personal computer experience is preferred.

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

License: Possession of a valid California Driver's License.

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Certification: Chief Officer Certification from the California State Board of Fire Services. Possession of P.C. 832 certification optional.

Physical Characteristics: See well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hear and speak well enough to communicate over the telephone, radio and in person at distances of up to 50 feet, detect unusual sounds; voice volume and speech clarity to command during a fire; body movement to move swiftly, put on all safety equipment; use of hands and fingers to write, operate equipment, drive a vehicle, operate a personal computer; strength to carry fire equipment as needed; stamina to perform administrative functions and to meet physical and mental demands during an emergency.

Other Characteristics: Must be willing to: work such hours as are necessary to accomplish the job requirements; 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; wear a uniform when appropriate; work under adverse conditions such as those inherent in emergency fire fighting situations.

(jd0590.sam)