

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	FIRE CHIEF
<b>DEPARTMENT</b>	FIRE
<b>EMPLOYMENT CATEGORY</b>	EXEMPT
<b>EMPLOYMENT LEVEL</b>	MANAGEMENT

### **DEFINITION**

To plan, organize, direct and review the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire and life safety, code compliance, emergency medical services and administrative support services; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises direct supervision over assigned sworn and non-sworn management, supervisory, technical and administrative support personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; 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.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend various meetings, trainings, etc.

- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Plan, organize and direct fire related activities including fire suppression, arson investigations, training, fire inspections, and basic life support operations.
- Maintain emergency equipment, apparatus, and facilities.
- 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
- Respond to major fire alarms and personally direct fire suppression activities 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.
- Oversee and participate in fire suppression, basic life support and first aid, fire and arson investigations, and fire inspection activities.
- Plan, organize and implement department training for fire suppression, heavy rescue operations, driver operator and related topics.
- Serve as the Chief Building Official; ensure that new construction within the City meets building and City codes and standards.
- Leads and oversees volunteer fire services program.
- Perform other related duties as assigned.

**Knowledge of:**

- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office procedures and computer equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Principles, practices, methods and techniques of modern fire suppression and life safety activities.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Modern fire prevention and investigation techniques.
- Modern hazardous material containment practices.

**Ability to:**

- Plan, direct and control the administration and operations of the Fire Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply local, State, Federal, City and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Work independently.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Establish and maintain a high level of trust.
- Remain calm and focused during emergency operations.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement programs to meet the needs of the City.
- Effectively oversee multiple projects simultaneously while managing project costs, resources, and schedules.
- Prepare and present staff reports at City Council meetings, attend City Council meetings.
- Organize, direct and implement comprehensive fire suppression, life safety and fire investigation, and inspection programs.
- Effectively operate all fire suppression equipment with Department.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties as well as those of a firefighter.

### **MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to the completion of the twelfth grade.
- Possession of a valid California Class C driver license with Firefighter endorsement or Commercial Class A or B with endorsements.
- Possession of a current State of California Emergency Technician (EMT) card is required at time of application. A course completion certificate is NOT adequate.
- Possession of a valid California Firefighter I Certificate.
- Possession of a valid California Fire Officer Certificate.
- Possession of a valid HAZMAT Operations and Awareness Certificate.
- Possession of a valid California Chief Officer Certificate.
- Five (5) years of increasingly responsible command and supervisory experience in an organized fire department, including three (3) years of administrative and management responsibility.

- Bachelor's degree from an accredited college or university in fire suppression, or related field.

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