



BURNEY FIRE PROTECTION DISTRICT

Administrative Instruction

Page 1 of 4

Approval Level: Board [X]

Fire Chief []

HUMAN RESOURCES

CLASS: FIRE CHIEF

POSITION DESIGNATION: MANAGEMENT

Issued: 5/12/2004

Revised 5/24/07

PURPOSE

This document provides the job description for the Fire Chief who performs highly responsible administrative work in planning, organizing, directing, and controlling all District activities and programs.

SUPERVISION RECEIVED

Performs work under the policy direction of the Board of Directors. Work is reviewed through conferences and reports relating to goals, objectives, and accomplishments to the Board of Directors on service delivery and planning.

SUPERVISION EXERCISED

Directly or indirectly supervises all Fire District staff. Instructs, directs, motivates, and evaluates departmental personnel to help with the following:

- A. Achieve their individual goals.
- B. Collectively achieve the District's mission.
- C. Grow and develop, and be accountable for their actions.

The Fire Chief can delegate authority to other personnel as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, directs, and evaluates all Fire District programs and service delivery.
- Ensures that command and control of emergency incidents are accomplished in person or by subordinates.
- Exercises purchasing and budgetary control.
- Prepares fiscally sound annual and special budgets to enable the District to achieve its objectives including special activities assigned by the Fire Board. Ensures that the District functions within its budget appropriations.

- Prepares and updates short and long-range strategic plans to ensure that the District adheres to its overall plans and strategies.
- Directs the development of District programs to ensure a proactive approach in service and delivery and program management.
- Establishes and maintains cooperative relationships with neighboring fire agencies and other governmental agencies to ensure coordinated efforts to address common issues to meeting public safety and fire/life safety services.
- Analyzes appropriate legislative and enforcement activities including zoning and planning issues to improve fire prevention, suppression, emergency medical service, and hazardous materials. Recommends appropriate legislation to the Board of Directors and other legislative bodies.
- Identifies federal, state, and private research and development grants; determines the scope of work for which funds are needed and prepares proposals to obtain them; administers grant funds.
- Supervises the training of all personnel in their job skills; administers continuing education programs.
- Attends Board meetings, workshops, and other designated meetings as required.
- Develops and implements operations polices as necessary to meet the District mission.
- Conducts incident investigations including fires (arson), hazmat, or other events within District powers.
- The position is considered a Peace Officer under 830.37, and authorized to perform such powers as identified.

PERIPHERAL DUTIES

Education and Experience

1. Graduation from college with an AA or AS degree in Fire Science or California State Chief Officer Certification or equivalent.
2. Five years of progressively responsible administration experience in fire service at management level.
3. Considerable command-level experience in supervision, management, or related field of emergency services.
4. Substitution; an equivalent combination of qualifying education and experience will be considered on a case-by-case basis.

Knowledge, Abilities, and Skills

1. Extensive knowledge of the principles and practices of modern fire suppression, prevention, and emergency services administration.
2. Extensive knowledge of modern firefighting equipment and methods, fire control hydraulics, methods of fire inspection, and fire investigation techniques.
3. Knowledge of buildings and areas requiring special pre-fire control planning, inspection, and firefighting techniques.
4. Knowledge of the standards and methods to evaluate fire service delivery.
5. Knowledge of the organization and function of other local, city, county, and state agencies concerned with the regulation and evaluation of building design, use, and safety and related investigative activities.
6. Knowledge of the principles of effective staff management.
7. Ability to plan, coordinate, and evaluate the work and performance of assigned staff in a manner conducive to full performance and continuing high morale.
8. Ability to express ideas and information clearly and concisely, verbally and in writing.
9. Ability to mediate conflicts and assist those involved in reaching resolution.

10. Ability to work cooperatively with others as the leader of a service-oriented team.
11. Ability to prepare and direct the preparation of comprehensive reports, budgets, departmental materials, and correspondence.

SPECIAL REQUIREMENTS

1. Possess a valid California Driver's License, Class B
2. Certifications: EMT and CPR – Health Care Provider, ALS certification desirable
3. P.C. 832 – Power of Arrest and Fire Arms

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk and hear, stand, walk, use hands and fingers to handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste, and smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed primarily in office, vehicle, and outdoor settings, in all weather conditions including temperature extremes during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires, including smoke and noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils, and rendering emergency medical assistance.
- The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemical, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in the office setting and loud at an emergency scene.

SELECTION GUIDELINES

- Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.
- The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical addition to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.