

FIRE CHIEF

DEFINITION

Under general administrative direction, plans, organizes, and directs the activities of the Fire Department.

DISTINGUISHING CHARACTERISTICS

The Fire Chief directs the activities of and exercises considerable judgment and discretion in managing a full service municipal Fire Department which provides essential safety services in fire suppression, fire prevention, and emergency medical services. Through subordinate officers, the incumbent develops and implements policies and procedures related to service levels, staffing requirements, financing, and equipment management and maintenance.

This is an unclassified position in which the incumbent serves at the will of the City Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Establishes broad department policies, and directs and coordinates the work of subordinates in carrying out programs and established policies. Selects, supervises, trains, evaluates, and disciplines assigned staff.

Establishes and maintains effective firefighting and fire prevention programs; evaluates operations, resource allocation and training practices and implements improvements when necessary.

Development of administrative policies and procedures, short and long range plans and improvements to provide effective fire and life safety protection for the community.

Determines service levels and staffing requirements.

Directs the preparation of final budget requests for submittal and administers the approved budget.

Establishes procedures for personnel management including selection, performance evaluation, promotion, training, and discipline.

Provides recommendations on legislation concerning fire service.

Prepares and/or reviews reports and keeps necessary records which comply with Federal, State and local laws and fire protection standards.

Projects future fire protection needs, maintains liaison with other City departments involved in the planning processes that interact with their divisions and the department.

Represent the Department in interagency committees and cooperative programs such as

mutual aid, training, and emergency operations.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Laws, rules, and regulations relating to fire control, prevention, and fire department administration.

Principles, practices, and procedures of modern firefighting and rescue operations and equipment.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Municipal budget preparation and contract administration.

Incident Command System (ICS) practices and emergency operations planning.

Department policies and procedures in addition to safety rules and regulations.

Current trends and issues affecting fire service and emergency operations.

Skill/Ability to:

Plan, organize, and direct the work of subordinate staff.

Provide active leadership in accomplishing goals and maintain high standards of service.

Establish and maintain effective working relationships with City staff, City officials, representatives of community agencies and organizations and the public.

Exercise sound administrative judgment and initiative in the development of new methods and procedures, analyzing complex issues and identifying and recommending solutions.

Evaluate emergency situations and implement effective action.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Prepare and deliver effective oral presentations.

Respond in emergency situations and command large-scale operations of personnel and equipment under dynamic conditions.

Conduct strategic planning and implement programs.

Operate modern office equipment including computer software and hardware applications.

Operate a motor vehicle safely, when appropriate.

MINIMUM QUALIFICATIONS

Education:

Possession of a Bachelor's Degree from an accredited college or university.

Experience:

Five (5) years of increasingly responsible firefighter management experience such as a Captain, Battalion Chief, Deputy Chief or above, preferably in a large metropolitan Fire department of similar complexity to the City of Fresno. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement(s)

Possession and continued maintenance of a valid California Driver's License is required for the entire term of employment.

National Fire Academy Executive Officer (EFO) or California State Fire Marshal Chief Officer or Chief Fire Officer (CFO) through the Commission on Professional Credentialing to be completed within five years of appointment.

APPROVED: _____ (*Signature on File*)

DATE: 12/30/2022

Interim Director of Personnel Services