



## CITY OF AVALON

---

**MARCH 2015**  
**FLSA: EXEMPT**

### **FIRE CHIEF**

#### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides personnel and administrative direction and oversight for all functions and activities of the Fire Department to control and extinguish fires, protect life and property, and conduct rescue efforts, including fire prevention and inspection programs, respond to emergency and hazardous materials, natural and man-made incidents, and other public services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, professional, technical, administrative support staff, reserve firefighters, and volunteers, including through a subordinate level of supervision.

#### **CLASS CHARACTERISTICS**

This is a Department Director classification that oversees, directs, and participates in all activities of the Fire Department, including short- and long-range planning, development, and administration of departmental policies, procedures, and services. Duties include formulating policies, managing daily operations, and planning the use of materials and human resources. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities related to fire protection, EMS, and public safety. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other agencies and managing and overseeing efficient and effective departmental operations consistent with City policies and administrative guidelines. The incumbent is accountable for accomplishing departmental planning and operational goals, objectives, and procedures for furthering City goals and objectives within general policy guidelines.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*



## CITY OF AVALON

- Assumes full management responsibility for comprehensive fire protection planning and fire prevention programs for all Fire Department programs, services, activities, and policy enforcement.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Fire Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; monitors revenues and approves expenditures for equipment and vendors; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, applicable federal, state, and local laws, regulations and codes, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages and administers safety training for all Fire personnel; ensures that all personnel follow established safety guidelines; ensures that all unsafe conditions are corrected; instructs and drills fire department personnel in assigned duties.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Provides emergency medical services; performs light to heavy rescues in emergencies, assess nature and extent of fire, building conditions, surrounding danger, resources, and response.
- Manages City Emergency Operations Center (EOC), in conjunction with City Manager, including city-wide emergency management training, operations, and plan development and implementation; develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies; ensures counter intelligence and counter terrorism information is received and shared and potential safety issues are addressed.
- Oversees the development of fire, EMS, and public safety consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a variety of organizations.
- Attends and participates in professional group meetings; stays connected and abreast of new trends and innovations in the field of fire safety and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, fire safety management, and technology that may affect City or departmental operations; implements policy and procedural changes as required.



- Prepares, reviews, and presents staff reports to City Manager; prepares activity reports listing fire calls, actions taken, fire maps, causes, damages, and disposition.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Administrative and safety principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of fire safety program development, management in a municipal setting, and fire safety program planning and budgeting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.



- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Bachelor's degree in public administration, fire technology, or related field and five (5) years of progressively responsible experience in fire supervision and/or management in a municipal setting, including experience in fire suppression, prevention, EMS, and administrations.

### **Licenses and Certifications:**

- Possess and maintain a State of California Emergency Medical Technician I (EMT-1) Certificate.
- Possess and maintain a valid CPR certificate
- California Class A, B, or C Driver's License with firefighter endorsement.
- Possession of OFSM 1 A, 1 B, IC Fire Command, Incident Command 200, 300, 400, plus a fourth command course.
- Possession of an OSFM Company Officer Certificate is desirable.
- Possession of an OSFM Executive Chief Fire Officer Certificate or equivalent is desirable.
- Possession of a valid Hazardous Materials First Responder Operations Certificate.
- Ability to obtain California P.C. 832 certificate within one year of appointment.
- Possession of a Chief Office and/or Fire Emergency Management Training is desirable.
- Additional certification and training may be required based on areas of assignment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength, and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined



spaces, around machines, and to climb and descend ladders; to operate a motor vehicle and to visit various City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and identifying and assessing problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays and monitor radio traffic on 24-hour shifts as assigned.