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FLSA: Exempt

CITY OF RIO VISTA

FIRE CHIEF

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and activities of the fire suppression, paramedic and fire prevention service programs for the City and the Delta Fire District; coordinates program activities with other officials or outside agencies; provides responsible and complex staff support to the City Manager and City Council; performs other related duties as required. This position is at-will and is appointed by the City Manager.

DISTINGUISHING CHARACTERISTICS:

The **Fire Chief** is a confidential department head level class which oversees all functions and operations of the fire suppression, paramedic and prevention programs including emergency services, fire investigation and disaster preparedness activities. This class is distinguished from the next lower classification of Fire Captain by having full responsibility for all department program activities.

SUPERVISION RECEIVED/EXERCISED:

Administrative direction is provided by the City Manager. Responsibilities include direct and indirect supervision of professional, technical, support staff and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all fire suppression and prevention service program activities and services including activities associated with fire fighting, paramedic, fire inspection, emergency services and disaster preparedness.
- Serves as a key member of the City's Labor Management Team.
- Develops, implements and maintains program goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.

- Plans, directs and coordinates the fire suppression and fire prevention program work plans through appropriate department staff; assigns work activities and responsibilities to appropriate department personnel and volunteers; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Oversees the selection, training and evaluation programs for all fire suppression and fire prevention program personnel including volunteers; provides or coordinates staff and volunteer training; identifies and resolves staff deficiencies; executes discipline and/or termination procedures.
- Coordinates and directs the provision of departmental support services of station and equipment maintenance.
- Responds to major fire alarms and may direct fire suppression activities. Directs all emergency operations related to the fire service and may act as the on-scene commander.
- Directs fire investigations.
- Directs and coordinates fire inspection activities and manages the enforcement of fire prevention ordinance and state laws.
- Manages and coordinates the development of the fire suppression and fire prevention budgets; monitors and approves expenditures; advises appropriate department personnel on budget matters; makes adjustments to the budget as is necessary.
- Represents the fire programs to other City programs and organizations; coordinates activities with other fire departments and organizations in adjacent cities or the county regarding mutual aid or shared resources.
- Serves as a resource for program personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of engineering and planning and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

The position may require performing strenuous tasks for extended periods of time, requiring lifting or carrying up to 45 pounds and over, pulling, pushing, reaching above the shoulder, crawling, kneeling, climbing and bending; making rapid transitions from rest to near exertion without warm-up periods; and working inside or outside. Incumbents perform physically demanding work wearing self-contained breathing apparatus and heavy personal protective equipment while performing firefighting tasks in hot, humid atmosphere; the incumbent may perform a variety of tasks on slippery, uneven, or hazardous surfaces, work on ladders and roofs, perform complex task during life-threatening emergencies, relying on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the critical incident or emergency response; the incumbent may

work closely with others and deal with people in trauma. The position also requires individuals to operate a motor vehicle with lights and siren subjecting the incumbent to high noise, vibration, electrical energy, moving objects, and vehicles. The incumbent may be exposed to the elements outside, dusts, toxic chemicals, fumes, smoke and gases.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities for a **Fire Chief**. A typical way of obtaining the required qualifications is to possess the equivalent of eight years of experience in all phases of fire suppression and prevention **and two years as a Battalion Chief or higher**. A Bachelor's degree from an accredited college or university with major work in fire science, public or business administration, or a closely related field is required. A Master's Degree is strongly desired.

License/Certificate:

Possession of Class C California driver's license and/or Class B California driver's license; possession of a valid California State Fire Marshal Certification as a Chief Officer or completion of an equivalent program from another state or federal institution; possession of a California State Fire Marshal's Firefighter One Certificate; possession of an EMT-1 certification is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Principles, practices, methods and techniques used in fire suppression, prevention, investigation, communications, training, emergency medical services, labor relations, disaster preparedness and hazardous materials; emergency medical vehicles, apparatus, tools, equipment, devices, facilities and their proper utilization and maintenance requirements; principles and practices of budget administration; methods and techniques of supervision, training and motivation; applicable federal, state, and local laws, codes and regulations; occupational hazards and standard safety practices; modern office equipment including a computer and applicable software; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; proper English, spelling and grammar.

Ability to:

Plan, organize, implement, direct and evaluate department operations and the work of subordinate staff; make sound decisions and direct operations at the scene of all incidents; manage a comprehensive fire prevention and investigation program; select and supervise subordinate staff; manage and oversee the operations and activities of the department; supervise and direct the operations and activities of the department; courteously respond to community issues, concerns and needs; analyze a complex issue and develop and implement an appropriate response; prepare clear and concise administrative and financial reports; prepare and administer a municipal budget; analyze and evaluate new and existing methods and standard operating procedures; make adjustments to standard operating procedures as is appropriate; apply applicable laws, codes and

regulations; work independently; communicate effectively, both orally and in writing; understand and follow instructions; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate two-way radio and other communications equipment.