

FIRE CHIEF

DEFINITION

Under administrative direction, to plan, direct, manage, and oversee the functions and operations of the Colusa City Fire Department; to function as the City's Director of Emergency Services during disasters; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top executive management position for oversight of the Colusa City Fire Department, Office of Emergency Services, and the Fire/Building Inspection Program.

REPORTS TO

City Council

CLASSIFICATIONS SUPERVISED

Fire Captain, Fire and Building Inspector, Fire Engineer, Fire Fighter, Fire Secretary and volunteer staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, directs, manages, and oversees the functions and operations of the Colusa City Fire Department and the Fire/Building Inspection Division; has general responsibility for the discipline, training, and selection of Department personnel; works with the City Council in the development of policies, goals, and objectives; develops and administers the Department budget; directs the requisition of materials, supplies, and equipment; formulates rules, policies, and procedures for Department operations; directs inspection programs for enforcement of fire/building codes and ordinances; provides advice and consultation to the City Council on Fire Department operations and policies; oversees investigations of the cause and origin of major fires; oversees the preparation of specifications for the purchase of fire and emergency service apparatus; may take command of incidents; directs the preparation and maintenance of Department records; oversees and participates in the development of new Fire ordinances; prepares and presents a variety of written and oral reports on Department functions and operations; develops, coordinates and directs the Department station, hydrant, and equipment maintenance, in-service training, and volunteer training activities; represents the Department with citizens' groups, boards, commissions, and other government agencies; conducts disaster planning and training exercises, recommending/updating disaster plans; serves as City Safety Officer in investigations of complaints of safety violations; develops safety programs for the City.

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Last Revision: 12/12/00

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; endurance to maintain awareness for a substantial period of time during emergency situations; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office or fire station environment and at scenes of fires and emergency incidents; frequent driving to different locations throughout the City; work may be performed in a variety of temperatures and weather conditions; work may be performed with unusual exposure to high temperatures and heat; work may be performed with exposure to constant moisture; work may be performed with unusual exposure to hazardous materials and chemicals; above average exposure to life threatening situations; regular contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- ❖ Modern principles of Fire Department administration and management.
- ❖ Principles, practices, and procedures of modern fire suppression and prevention.
- ❖ Principles of pumps and hydraulics.
- ❖ Operation, maintenance, types, and uses of firefighting and emergency response equipment used in the City of Colusa.
- ❖ Emergency medical aid and CPR.
- ❖ Geography of the City, including the location of mains and hydrants.
- ❖ Fire codes, rules, laws, and regulations.
- ❖ Fire inspection methods and procedures.
- ❖ Fire Department policies, rules, procedures, and regulations.
- ❖ Principles of supervision, training, and fire and emergency services management.

Ability to:

- ❖ Plan, organize, manage, and coordinate the functions and operations of the City of Colusa Fire Department.
- ❖ Provide supervision, training, and maintain discipline of Fire Department staff.
- ❖ Develop and administer Department rules and procedures.
- ❖ Develop and administer a fire prevention inspection program.
- ❖ Interpret, explain, and apply Fire Codes and ordinances.
- ❖ Skillfully use a variety of fire suppression and emergency medical methods and procedures.
- ❖ Prepare and administer the Department budget.
- ❖ Meet established standards of physical endurance and agility.
- ❖ Work for considerable periods of time under adverse conditions.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

- ❖ Perform hydraulic calculations.
- ❖ Take control and maintain proper command during emergency and fire incidents.
- ❖ Deal tactfully and courteously with the public.
- ❖ Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Considerable professional firefighting experience, including five years of experience in a supervisory or management position.

Job candidates must meet stringent medical and physical standards.

Possession of a Bachelor's Degree in Fire Science, or equivalent advanced education is desirable.

Special Requirements:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

California Fire Officer or equivalent certification.

Possession C.P.R. and First Responder First Aid Certification.

Possession of a P.C. 832 Certification

Possession of applicable Hazards Materials Certifications.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.