



SPREADSHEET CLASS SPECIFICATION FOR
Fire Chief

GENERAL STATEMENT OF DUTIES: Plans, directs, coordinates and oversees the activities of the Division of Fire, a multi-mission agency, with responsibility for the protection of lives and property from fire, natural or man-made disasters, and for the provision of emergency preparedness as well as pre-hospital emergency services on a County-wide basis; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative post involving immediate responsibility for the planning, development, and direction of a complete program of emergency services administration. The Fire Chief, under general guidance and direction of the County Manager, prescribes general policies, plans, and objectives for the Division of Fire and advises as to procedures when extraordinary situations arise. The Fire Chief exercises wide discretion in the oversight and administration of the Division of Fire.

EXAMPLES OF WORK (illustrative only):

- As administrative head of the Division of Fire, controls all activities, including fire suppression, fire protection and prevention and emergency services;
- Responsible for the proper management, discipline, and training of Fire Division personnel;
- Organizes, manages, and controls the various subdivisions of the Division in a manner which will be the best for the interest of the Division and the County;
- Establishes suitable measures to put into effect the policies, rules and regulations, and practices and procedures necessary for the efficient operation of the Division;
- Responsible for developing, implementing and maintaining a disaster plan to ensure quick and effective response to the needs of the citizens and community in the event of natural or man-made disasters;
- Recommends to the County Manager selection of new fire station sites, changes in the location of fire stations and companies, the building of new stations, and the purchase of new apparatus and other equipment;
- Establishes long- and short-range goals for the Division, planning for the future needs of the County and its citizens;
- Responds to such fires or emergencies as necessary, and may upon arrival assume formal command of the fire/emergency scene;
- Makes recommendations to the County Manager for adequate fire protection facilities, modern fire prevention and fire protection laws and regulations and appropriate emergency-response plans and programs;
- Directs the preparation and maintenance of emergency services records and files;
- Oversees and directs the preparation of the annual fiscal plan for the Division and controls all expenditures;
- Meets with and answers questions for the public;
- Attends state and national fire training sessions and meetings;
- Performs such other duties as may be assigned by the County Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of modern fire and emergency services management techniques; extensive knowledge of fire suppression, fire investigation, fire prevention, emergency medical services and disaster planning and management; extensive knowledge of laws and regulations controlling fire/emergency services; proven top-level management and administrative skills and the demonstrated ability to lead, direct and manage the activities of a large number of fire and emergency services personnel; ability to establish and maintain good working relationships with County officials, other governmental officials, the public and employees; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in fire science or a related field and ten (10) years of fire experience, including five (5) years in a supervisory position of Fire Captain or above; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.