CITY OF EL CERRITO

FIRE CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Fire Department including fire prevention, emergency operations, administration and support services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

To manage, direct or perform advanced life support, emergency medical services and to engage in fire fighting, rescue and all other emergency services and prevention activities in protecting life, property and the environment; to drive, operate and maintain all fire department apparatus and equipment; to manage, conduct, assist and participate in training programs, to manage fire inspection programs and related fire prevention activities and public education.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over supervisory and professional staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume full management responsibility for all Fire Department services and activities including fire prevention, fire suppression, emergency on-call situations, administration and support services; respond to major fire alarms and personally direct fire suppression activities.

Manage and administer contract with Kensington Fire Protection District; provide staff support to Kensington Fire Boards.

Manage the development and implementation of Fire Department goals, objectives, policies and priorities for each assigned service area.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate, through Fire Department managers, the Fire Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline and termination procedures.

Essential Functions: (continued)

Oversee and participate in the development and administration of the Fire Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend Fire Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Oversee and supervise City emergency preparedness activities; recommend modifications to emergency preparedness programs as needed.

Represent the Fire Department to other City departments, elected officials, community and professional groups, the public and outside agencies.

Coordinate Fire Department activities with those of other departments, outside agencies and organizations.

Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspon dence.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression and prevention.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform full range of fire fighting duties as needed.

Oversees fire training division.

Fire safety education – oversees the NEAT team.

Marginal Functions

Maintain labor relations within the department.

Respond to calls as needed.

Perform related duties and responsibilities as necessary and/or assigned.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive fire suppression and prevention program.

Methods and principles of fire suppression, prevention and emergency preparedness.

Operational characteristics and maintenance of various firefighting apparatus and equipment.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Knowledge of: (continued)

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Modern personnel and management functions.

Ability to:

Plan, organize, direct and coordinate the work of assigned staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of a municipal fire department.

Plan and organize fire prevention, suppression and support activities.

Meet standards of National Fire Protections Association

Identify and respond to community, Fire District Board and City Council issues, concerns and needs.

Develop and administer, departmental goals, objectives and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Assimilate information, process logically, and make sound decisions

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Demonstrate increased service value annually.

Experience and Training Guidelines

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

Experience:

Six years of command experience including two years of administrative and supervisory responsibility in an organized fire department.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in fire science, business administration, public administration or a related field, or equivalent to an Associates degree in fire science, public administration, or related field and certification as chief officer. Up to two years of education may be substituted on a 5 years experience is equivalent to 1 year of education basis.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.
Possession of, or ability to obtain, appropriate, valid certificates for Firefighter I, II, Fire officer and Chief Officer (CFSTES)
Class B license EMT I Certification
Recommended educational equivalent to CFSTES level.

PHYSICAL DEMANDS

Sitting:	Occasionally to Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Occasionally
Stooping:	Occasionally	76 to 100 lbs:	Occasionally
Kneeling	Occasionally	100 + lbs:	Occasionally
Crawling:	Occasionally		
			Carrying:
Climbing:	Occasionally	up to 10 lbs:	Frequently
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Occasionally
Turning:	Occasionally	76 to 100 lbs:	Occasionally
Jumping:	Occasionally	100 + lbs:	Occasionally

Pushing/Pulling:	
up to 10 lbs:	Frequently
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Occasionally
51 to 75 lbs:	Occasionally
76 to 100 lbs:	Occasionally
100 + lbs:	Occasionally

Grasping – firm:	Occasionally to Frequently
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -	Eye-hand:	Frequently
	Eye-hand-foot:	Occasionally to Frequently
	Driving:	Occasionally to Frequently

PHYSICAL DEMANDS (continued):

Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Frequently
		Telephone:	Occasionally to Frequently
		Earplugs:	Occasionally

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, one or two step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Coordination, Analyzing, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Precision Working, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Extreme heat or cold, Unprotected Heights, Moving machinery, Change in temperature/humidity, dust/fumes/smoke/gases/etc., toxic/caustic chemicals, Radiation/electrical energy, solvents/grease/oil, Slippery/uneven surfaces, Using computer/computer monitor screen, Explosives, vibration, flames/burning items, Works around others, Works alone, Works with others, required – safety glasses, hard hat, protective clothing.