



## SALIDA FIRE PROTECTION DISTRICT

P.O. Box 1335, Salida, CA 95368  
Fire Station: 209.545-0365 Fax: 209 545-3840  
Admin: 209 543-0190 Fax: 209 543-6719

### **JOB DESCRIPTION**

#### **FIRE CHIEF**

(Revised: 12/29/2017)

*Work Schedule: Administrative / 40 Hour Week*

*Reports to: Board of Directors*

*Supervises: Administrative District Manager  
Fire Captains*

### **SUMMARY OF DUTIES**

The Fire Chief is in the executive level position responsible for the administrative and technical work of planning, organizing and directing firefighting and fire prevention activities and other related duties. The incumbent in this position is responsible for staffing, training, budgeting and other administrative duties; the development and improvement of the district; and keeping abreast of changing local conditions and technological changes in firefighting and fire prevention. He or she manages the District's fire prevention, training and investigation functions including the development of policies, goals, objectives and priorities; conducts and supervises inspections of residential, commercial, industrial and institutional facilities to assess conformance with and enforcement of State and local fire and life safety codes and related ordinances; reviews plans and blueprints for compliance with fire and life safety code requirements; supervises fire personnel in fire investigations; manages the planning, organizing and training for fire department personnel (including volunteers); prepares and conducts lectures for public education programs; represents the district to Federal, State, County and local public agencies and the public; may be required to operate fire apparatus.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees the management of daily operations.
- Assumes the role of chief executive officer and as such provides highly responsible and technical support to the Board of Directors.
- Is the authorized agent of the District unless otherwise specified by the Board of Directors.
- Through separate employment agreement with the District, shall work directly for the Board of Directors and represent the interest of the District to any person, group or agency having business with the District.
- Receives direction and evaluation from the Board of Directors.
- Oversees implementation of the Strategic Plan decisions.
- Implements Board policies and directives.
- Educates, informs and communicates important information to the Board – both positive and negative.
- Keeps abreast of all political, legal and technological changes that may impact the District.

- Develops and recommends policies.
- Exercises the highest degree of authority with full supervisory responsibility.
- Acts as the appointing authority with full responsibility for appointment, hiring, evaluation, promotion, reclassification, reinstatement, discharge, demotion and discipline of all line and management staff in accordance with District rules and regulations.
- Analyzes needs, develops appropriate work-plans, and an annual budget.
- Controls resources.
- Serves as one of the District's official ambassadors and as liaison to the public including developing and maintaining open channels of communication with outside agencies, community groups, elected officials and other individuals who may influence District operations.
- Participates with local, county, state and national emergency service related committees and organizations, as he or she deems necessary and/or agreed to by the Board of Directors.
- Has specific supervisory responsibilities over the administrative staff members and general supervisory responsibility over all other full-time, part-time and volunteer employees.
- Evaluates the performance of direct subordinate employees.
- Provides organizational leadership on a day-to-day basis.
- Cultivates interagency and intergovernmental relationships.
- Tracks and preserves the District's assets.
- Oversees the monitoring of the annual budget and reports to the Board any findings of deviation between projected versus actual revenues and expenditures.
- Ensures compliance with District rules and regulations by all employees.
- Makes recommendations to the Board of Directors of changes or revisions to the rules and regulations including the Employee Handbook or any other Board directed policy and procedure.
- Continually evaluates the scope and level of service provided by the District making recommendations to the Board of Directors for purposes of long term planning.
- Ensures that District operations are consistent with the legal authorities set forth in the Fire District and other laws of the State of California.
- Ensures the District is properly represented in judicial proceeding as necessary.
- Communicates clearly and concisely, both orally and in writing.
- Works cooperatively with other employees, supervisors, the public and outside agencies.
- Maintains confidential information.
- Respond to and command emergency and other incidents as appropriate.

#### **EMPLOYMENT STANDARDS**

*NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Essential Duties and Responsibilities" section of this specification.*

- Thorough knowledge of the principles, practices and techniques of progressive fire administration including organization, administration, budgetary preparation and controls, program planning, implementation and administration, and staff management training.
- Thorough knowledge of current firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment.
- Thorough knowledge of current fire prevention and investigation principles, practices, techniques and procedures.

- Thorough knowledge of current organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; rules, regulations and operational procedures of the Fire District and fire codes.
- Thorough knowledge of Federal, State and local laws and regulations pertaining to fire suppression, EMS, hazardous material handling, rescue operations, training, etc.
- Thorough knowledge of the principles and techniques of supervision, training, motivation, staff development, corrective action and performance evaluation.
- Thorough knowledge of the operation and maintenance of all apparatus and equipment and methods used in combating, extinguishing and preventing fire, and in rescue work.
- Thorough knowledge of federal, state and local laws relative to the activities of Fire Districts.
- Thorough knowledge of the use of fire codes.
- Thorough knowledge of District Employee Handbook, Rules and Regulations, Administrative Duties, Duty Orders and Standard Operating Guidelines.
- Thorough knowledge of the principles and practices involved in training and development of personnel.
- Ability to evaluate fires, recognize danger and take immediate action to protect life and property.
- Ability to react quickly and remain calm under duress and strain.
- Ability to provide leadership and make sound decisions in directing the operations of staff and equipment under emergency conditions.
- Ability to inspect buildings, recognize and determine fire or other hazardous conditions, and make written or oral reports of such conditions and recommendations for their correction.
- Ability to lead firefighters effectively, maintain discipline, promote harmony, exercise sound judgment and cooperate with other officials.
- Ability to prepare clear and concise reports.
- Ability to develop and maintain harmonious relationships with civic officials and the public.
- Ability to prepare and manage a budget.
- Ability to communicate effectively both orally and in writing.
- Ability to meet the physical requirements necessary to safely and effectively perform the assigned duties.

**REQUIRED CERTIFICATES, LICENSES AND SPECIAL REQUIREMENTS:**

The Board of Directors reserves the right to accept any combination of experience, training, and/or equivalencies as qualifying.

- Chief Fire Officer certificate issued by State Fire Training or equivalent.
- Non-commercial Class C California Driver License or equivalent.
- Emergency Medical Technician with AED certification.
- Hazardous Materials First Responder Awareness / Decontamination level.
- Cardiopulmonary Resuscitation.
- I-400 Advanced ICS certificate issued by State Fire Training or equivalent
- Wildland Fire Safety / San Joaquin County (may be obtained within first year of employment).

### **MINIMUM QUALIFICATIONS (EDUCATION/EXPERIENCE):**

The Board of Directors reserves the right to accept any combination of experience, training, and/or equivalencies as qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Ten years of progressively responsible experience in EMS / Fire Service, at least three years of which must have been at the Battalion Chief level or higher. While not a minimum requirement, additional experience in fire service administration and management is desirable. Chief Officer level experience in both operations and administration is desirable.

### **DESIRABLE QUALIFICATIONS**

- Two or four-year degree from an educational institution recognized by the Western Association of Schools and Colleges, in fire science, emergency services, public administration, or a related field.
- Graduation from the National Fire Academy as an Executive Fire Officer.
- Experience in fire service administration and management.
- Increasing levels of assignment and experience as a chief officer in a combination fire department.

### **ADA WORKING CONDITIONS:**

The following physical requirements and work environment is characteristic of those that an incumbent will encounter and must successfully meet to perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

#### **Physical Requirements:**

Work is performed in a combination of environments, including: office, vehicle, emergency and nonemergency field conditions. Field command will be necessary in suppression assignments. All positions may on occasion be called upon to perform strenuous activity associated with an emergency field response. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting; walking on stable, unstable, sloped and wet surfaces; ascending and descending stairs and ladders. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds; rarely over 25 pounds with the assistance and coordination of others. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person, on the radio, and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise; regularly travel in assigned vehicle to satellite stations or respond to emergency situations or incidents; exposed to heat, dust, noise, smoke, fumes, gases, oil, grease, wet and slippery surfaces, machinery with moving parts, moving objects and other vehicles while in the field; may work unusual and prolonged schedule during emergencies, seasonally-caused circumstances or special projects; may be exposed to varying climates or hot and cold temperature conditions while in the field.

