

CITY OF GRASS VALLEY

FIRE CHIEF

8, 1997

JOB DESCRIPTION

2005

ADOPTED JULY

DRAFT REVISION MARCH 9,

FIRE CHIEF

GENERAL:

Under administrative direction of the City Council and the general supervision of the City Administrator, plan, direct, supervise, and coordinate activities of the Fire Department including suppression, fire prevention, emergency preparedness, public services and programs, and emergency medical assistance to the community; provide highly responsible and technical staff assistance to the City Administrator, City Council, City departments and outside agencies; and to perform related work as required.

REPRESENTATIVE ESSENTIAL DUTIES:

Manage, direct and participate in the development and implementation of goals, objectives, policies and priorities.

Plan, direct, supervise, and coordinate the activities of Fire Department personnel in providing emergency service.

Exercise overall management of emergency incidents. As required, assume immediate direction of fire fighting activities and other emergency incidents.

Manage and direct investigations to determine cause and origin of fires and assist in the prosecution of arsonists.

Manage and direct the enforcement of Federal, State, and local fire and building codes and regulations.

Manage and direct an in-service training program consistent with current fire suppression, fire prevention and emergency medical assistance standards.

Formulate departmental rules, procedures and policies and insure their enforcement.

Manage the requisition, maintenance and operation of fire fighting equipment.

Manage the maintenance of records of fire calls and fire losses.

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Attend conferences, schools, and meetings to keep abreast of new developments in fire suppression, fire prevention, training, and administration.

Prepare and administer the department budget; source and process grant applications.

Represent the City in the community and at professional meetings as required.

Select, supervise, train, and evaluate staff.

Coordinate Fire Department activities with other City departments and division, and with outside agencies.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

Principles and practices of organization, administration, budget, and personnel/labor relations.

Advanced methods, practices, and techniques of modern fire fighting, fire inspection, and fire prevention.

Provisions of laws, ordinances, rules, regulations, and codes affecting the work of the Fire Department.

Operation of the types of apparatus and equipment used in modern fire fighting activities.

Principles and practices of training fire personnel.

Principles of first aid, rescue, and resuscitation.

Geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations of the City.

Ability to:

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Plan and coordinate the work of the Fire Department.

Formulate, place into effect, and administer sound departmental policy.

Establish cooperative relationships with those contacted in the course of work.

Communicate clearly and concisely, orally and in writing.

Understand and relate fire problems and priorities with City problems and priorities.

Represent the City in collective bargaining/labor relations activities.

PHYSICAL REQUIREMENTS:

Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Ten years of broad and extensive experience in all major functions of a fire department, including at least three years in a responsible administrative or supervisory capacity at the Battalion Chief or higher rank, performing operations, budget, training, fire suppression/prevention, and personnel duties.

Education:

A bachelor's degree in an appropriate discipline and possession of a Chief Officer certificate are highly desired. Minimum requirement is an associate arts degree in Fire Science or a

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related field and possession of a Fire Officer Certificate. Two years of administrative or management experience may be substituted for each year of college required (substituted experience is in addition to the work experience requirements listed above).

GENERAL:

The City reserves the right to revise or change duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment. This position is Exempt from the classified service of the City of Grass Valley.

AN EQUAL OPPORTUNITY EMPLOYER