

FIRE CHIEF

Salary Range: 41 (Management Salary Schedule)

DEFINITION

Under administrative direction from the City Managers of Rocklin and Lincoln; plans, directs, manages, and oversees the activities and operations for the City of Rocklin and City of Lincoln Fire Departments, including fire suppression, fire prevention, emergency preparedness programs, and administration; coordinates assigned activities with other City departments and outside agencies; provides expert professional assistance to the City of Rocklin and City of Lincoln City Councils, City Managers and others; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a department head classification with overall responsibility for the activities of the City of Rocklin and City of Lincoln Fire Departments. The incumbent receives administrative direction from the City Managers of Rocklin and Lincoln, and is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering the Cities goals and objectives within general policy guidelines.

SUPERVISION EXERCISED AND RECEIVED

The Fire Chief receives administrative direction from the City Managers of Rocklin and Lincoln, and exercises direct supervision over lower level management, professional, technical, and administrative personnel.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Plans, organizes, assigns, directs, reviews, and evaluates Rocklin and Lincoln Fire Department services and activities, including fire suppression, fire prevention, emergency preparedness programs, and administration.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Rocklin and Lincoln Fire Departments.
- Directs the preparation and administration of the City of Rocklin and the City of Lincoln department budgets; manages multiple fire protection contracts.
- Confers with and provides professional assistance to City staff members on Fire Department matters.
- Advises the City Managers and City Councils for Rocklin and Lincoln on a broad range of issues within areas of responsibility.
- Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.
- Confers with citizens and City officials on fire-related problems; assists in the development of innovative fire-related programs, policies, and practices.
- Ensures the development and implementation of effective fire prevention and education programs.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support

systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.

- Directs the selection, evaluation, and training and development of department staff.
- Actively participates in various professional organizations, and serves on various boards, commissions, and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations.
- Monitors department programs and activities for effectiveness, including fire investigation, mapping and pre-fire planning, weed abatement, fire prevention inspections, construction/subdivision/site plan review, communication and dispatching.
- Ensures the proper maintenance of department vehicles, apparatus, equipment, and facilities.
- Develops, maintains, and coordinates the emergency operations plan and disaster response within the City of Rocklin and the City of Lincoln.
- Coordinates public safety activities with the Police Chiefs; builds effective working relationships and works as an effective team member with other City department heads.
- Prepares a variety of correspondence and reports
- Attends and makes presentations at City Council, meetings, and conferences.
- Responds to difficult or sensitive complaints and requests for information from the public, news media, and City staff
- Responds to major emergencies and assumes command of major incidents as required.
- Performs related or other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation, and control, personnel management, and supervision.
- City organization and functions; laws, rules, codes, and regulations governing Fire Department activities.
- Applicable federal, state, and local laws, codes, and ordinances.
- Modern methods and techniques of emergency preparedness and Incident Command System (ICS).
- Operational characteristics, services, and activities of a comprehensive municipal fire protection program.
- Modern fire prevention and investigation principles, practices, and procedures.
- Modern organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations.
- Modern principles, practices, techniques, and equipment of fire service operations.
- Recent developments, current literature and sources of information related to fire science and safety.
- Modern office practices and technology including personal computer hardware and software.

- English usage, spelling, grammar and punctuation.
- Safe work practices.

Ability to:

- Plan, organize, assign, direct, review, and evaluate activities of multiple Fire Departments.
- Select, train, motivate and evaluate staff.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to the Fire Departments activities.
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies.
- Interpret, analyze and apply federal, state and local laws, rules and regulations.
- Provide administrative and professional leadership and direction for the Fire Departments.
- Identify and respond to issues, concerns, and needs of the City Managers, City Councils, and the communities. Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Plan and administer large and complex budgets; allocate limited resources in a cost-efficient manner.
- React quickly and calmly in emergency situations.
- Make effective public presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use computer technology and applications in the performance of daily activities.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Qualifications:

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

Equivalent to a Bachelor's degree with major coursework in fire technology, public or business administration or a related field; and ten (10) years of recent, broad and extensive experience in all major functions of a fire department including at least five (5) years in a responsible management position.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Mobility to work in an office or field environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office and/or field duties; lift light to moderately heavy weights; strength and stamina to operate a motor vehicle or firefighting apparatus; ability to drive on surface streets and be exposed to traffic hazards, weather conditions, fire hazards, electrical currents, and air contaminants; ability to respond effectively to major fire scenes and other emergencies; manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone and/or radio.

Working Conditions:

The incumbent must be able to work within the exposures of emergency circumstances; work both inside and outside with exposure to all types of weather conditions, including odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; willing to work irregular hours including and/or extended shifts or schedules.; and work at various locations within the Cities of Rocklin and Lincoln.

Uniform Requirement:

Incumbents are expected to dress in business attire or wear designated uniform as required or appropriate.

Criminal History and Background Check:

Candidates who have accepted a conditional offer of employment must pass a background investigation, including fingerprinting.

Adopted: July, 2001

Revised: May, 2017

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.