

**FIRE CHIEF****DEFINITION**

The Fire Chief is one of several department heads appointed by the City Manager. Under general policy direction, the Fire Chief is the chief executive of the Fire Department and is responsible for the organization, general administration, financial management and efficient and effective operation of the Fire Department.

**EXAMPLES OF DUTIES**

1. Supervises the administrative detail of the department including the selection, assignment, utilization and discipline of personnel; requisitioning of material, supplies, and equipment; preparation of the budget and the maintenance and preparation of adequate reports and records:
2. Directs the operation, maintenance and improvement of fire alarm signal systems.
3. Directs the activities of fire prevention inspection, and investigations.
4. Directs the maintenance repair, improvement, and replacement of firefighting equipment, station houses, and all other properties and facilities of the department.
5. Directs the training of firefighting personnel.
6. Responds to, and takes command at, major fires.
7. Attends and participates in public functions for the purpose of promoting fire safety in the community.
8. Performs related work as required or as he determines necessary.

**EMPLOYMENT STANDARDS****Education/Experience**

Any combination equivalent to education and experience likely to provide the required knowledge, abilities and skills necessary to perform the duties of the position.

**Knowledge**

Knowledge of municipal fire administration, including the general principles of organization, finance, personnel, public information, etc.; modern management techniques; human resource management; laws, rules, and regulations relating to the control and prevention of fire; modern developments in the field of firefighting and related activities; modern fire fighting and fire prevention methods; the use and operation of a wide variety of fire automotive and auxiliary apparatus.

**Ability**

Ability to analyze effectiveness of the department and to correlate development with changing conditions in the city; plan, assign and direct the work of a number of subordinate districts and companies; establish and maintain satisfactory working relationship with other city officials and the general public; recommend policies which result in the most effective and efficient use of personnel.

**Minimum Qualifications**

Any combination of education and experience that indicates the possession of the required knowledge, abilities and skills necessary to perform the duties of the position.

**Other Requirements**

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.