



City of Woodland

FIRE CHIEF

DEFINITION

To plan, direct, supervise, and coordinate activities of the Fire Department to prevent and extinguish fires, provide emergency medical services, and protect life and property; and to provide highly responsible and technical staff assistance to the City Manager, City Council, and operating departments. Concurrently serves as the City's Emergency Preparedness Coordinator. This is an "At-Will" position.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. Exercises direct and indirect supervision over assigned staff which may include professional, technical, and clerical positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, organize and direct the activities of the Fire Department. Direct and participate in the development and implementation of goals, objectives, policies and priorities for fire department services.

In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; direct research of alternative approaches to fire protection and emergency medical services.

Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness.

Directs the preparation and administration of the annual department budget.

Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media.

Work cooperatively with others

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety.

Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures. Promote and maintain safety in the work place. Attend emergencies as necessary and exercise overall supervision of fire and emergency medical resources. Direct the enforcement of Federal, State, and local fire codes and regulations and the preparation and adoption of appropriate ordinances. Direct investigations to determine cause and origin of fires and assist in the prosecution of arsonists. Direct the formulation of in-service training programs for department personnel and see that the programs are carried out. Represent the department before the City Council, community, outside agencies and at professional meetings as requested. Supervise fire, rescue and disaster medical services in the event of a disaster; assist in updating and improving the City's Emergency Plan; coordinate with State and County agencies to ensure plan compliance and approval. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Advanced methods, practices, and techniques of modern fire fighting, fire inspection, fire prevention, fire apparatus and equipment purchasing, hazardous material mitigation, and emergency medical services. Laws, ordinances, rules, regulations, and codes affecting the work of the Fire Department. Geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations as they relate to the City of Woodland. Operation of a personal computer and related software.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports. Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives. Delegate responsibility; schedule and program work on a long-term basis. Efficiently operate a personal computer. Plan, direct and review fire suppression, fire and life safety code compliance and emergency medical service activities, hazardous materials responses, and City-wide disaster preparedness efforts. Communicate clearly and concisely, both orally and in writing; prepare reports and maintain records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement fire services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines. Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press. Act calmly and quickly in emergency situations and make effective decisions in such cases. Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines. Provide effective leadership, team building, conflict resolution and motivation to department personnel. Monitor and oversee the expenditures of the department's annual operating budget. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

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

Education:

Equivalent to a Bachelor's Degree from an accredited educational institution in public administration or fire science is required. A Master's degree and/or additional graduate course work in public administration, business administration or management is preferred.

Experience:

Ten years of broad and extensive experience in all major functions of a fire department, including at least five years in a responsible administrative or management capacity.

License or Certificate:

Possession of a valid California Driver's License; a satisfactory driving record is a condition of initial and continued employment.

Other Requirements/Conditions of Employment:

Establish and maintain residency within 45 minutes of the fire protection service area of the City of Woodland.

Physical Ability: Positions in this class typically require: the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, or operate objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Work: The incumbent must occasionally lift and/or move up to 100 pounds.

Other Requirements:

Sensory Requirements: Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

Environmental Factors: While performing the duties of this job, the incumbent occasionally works in outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

Council Action: September 20, 2016