



## FIRE CHIEF

### **DEFINITION**

Under administrative direction, performs a variety of technical, administrative, operational, and management work in planning, organizing, budgeting, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property caused by fire, medical emergencies, rescue situations, and disaster events.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Yreka City Manager. Delegates and supervises the management of volunteer, career, and civilian staff.

### **CLASS CHARACTERISTICS**

The Fire Chief serves as the City's Chief Executive Officer and Commander in Chief. The Fire Chief is responsible for implementing the written or oral rules, policies, practices, or procedures established by the City, and carrying out the duties imposed by Federal, State, or local laws, rules, regulations, codes, standards, or ordinances, including but not limited to, applicable medical protocols, and the applicable Fire Code(s) and Nationally Recognized Standards. The Fire Chief is responsible for all aspects of the day-to-day administration, operation, and finances of the fire department, including, but not limited to the development, implementation, supervision, and evaluation of fire suppression, fire prevention and education, emergency rescue, hazardous materials, and emergency medical services provided by the City.

This position is part of the Yreka Executive Team, overseeing, directing, and participating in all activities of the Yreka Fire Department, including short- and long-range planning, development, and administration of departmental policies, procedures, and services. This position also provides assistance to the Yreka City Manager in a variety of administrative, coordinative, analytical, and liaison capacities in support of the City's overall mission. Successful performance in this role requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the fire department with those of other departments and agencies, and managing and overseeing the complex and varied functions of the fire department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

It is the responsibility of the Fire Chief to apply diligence and safely minimize losses associated with fire, to assist in the performance of rescue operations when needed, to assist with the treatment and stabilization of victims of medical emergencies when needed, and to demonstrate compassion, concern, understanding, and patience for all citizens in every situation encountered.

The Fire Chief is subject to emergency calls. The position is salaried and therefore exempt from FLSA overtime. If in the event of any necessary absence that lasts longer than 12 months, the City Manager reserves the right to terminate employment and replace this position as needed.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

*Nothing in this Job Description shall be deemed an irrevocable delegation of any express or implied power or authority of the City. The City expressly reserves to itself all express and implied powers or authority vested in it by applicable law.*

**General Work Schedule:**

- Employee will be expected to work at least a typical Monday through Friday, 8-hour daily schedule.
- Will require occasional work on weekends and evenings.
- Expected to occasionally respond, within a reasonable response time, to fire and other emergency incidents after normal work hours.
- Employee will be expected to live within 20 miles of the fire station.

**Other:**

- Plans, coordinates, supervises, and evaluates fire and EMS operations.
- Responds to alarms and may direct activities as an incident commander at emergency scenes, as required.
- Establishes policies and procedures for the Yreka Fire Department.
- Implements directives from the Yreka City Manager.
- Plans and implements fire and EMS programs for the City, including emergency management for extreme weather or other extreme events.
- Maintains and shall maintain minimum Title 22 First Aid and CPR requirements for the administrative position.
- Directs and supports wildfire deployments and firefighting efforts consistent with local, state and federal agencies.
- Supervises, establishes, directs and monitors the fire department's budget.
- Identifies and coordinates grant opportunities.
- Evaluates and documents the performance of subordinates.
- Enforces Fire and Life Safety Codes, and performs or supervises the inspection of buildings and other properties for fire hazards.
- Coordinates the identification of the training, certification, and licensing needs of personnel and certification activities and is responsible that necessary training is provided.
- Handles grievances, maintains fire department discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits reports to the Yreka City Manager regarding the Department's activities as required or requested.
- Plans for and implements capital improvements, and equipment, apparatus, and personnel expenditures.
- Monitors and measures service-delivery, and adjusts operational deployment as necessary to ensure the highest level of efficient service to the community.
- Coordinates with the Public Works Fleet and Maintenance Divisions for the maintenance and repair of apparatus, equipment, and facilities such as fire hydrants, engines, and related support equipment. All maintenance records will be maintained by the appropriate departments, but will be available to the Fire Chief, upon reasonable request.

- Meets with elected or appointed officials, other fire/EMS officials, community and business representatives and citizens in various capacities and projects.
- Performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Thorough knowledge of modern fireground suppression strategies, tactics, and operational procedures including principals of wildland/urban intermix fire protection.
- Thorough knowledge of modern emergency medical services procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures, and regulations relevant to fire/rescue operations.
- The roles, responsibilities and deployment of the Command and General Staff functions within NIMS.
- Knowledge and experience in Wildland firefighting.
- Levels of authority and decision making vested in the Fire Chief, City Manager and City Council.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of effective leadership.
- Knowledge and experience with the recruitment and retainment of volunteers.
- Knowledge of the financing and funding of city fire departments.
- Knowledge and experience in building and maintaining public relations programs.
- Knowledge and experience working within the California Mutual Aid system and the Incident Command System.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration, fire safety program development, and management.
- Knowledge of fire/life-safety code enforcement, occupancy inspections, and new construction plan review.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work (word processing, spreadsheets, presentation software).
- Excellent English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively and sensitively dealing with the public, vendors, contractors, outside agencies and City staff.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department.
- Motivate and work with volunteer firefighters within changing staff environments.
- Provide administrative and professional leadership and direction for the fire department and the City.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work to personnel; delegate authority and responsibility.
- In coordination with the Human Resources Department, recruit and select staff and volunteers for the Department.
- Train and evaluate staff and volunteers.
- Research, analyze, and evaluate new service-delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the City and the fire department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines in politically sensitive situations.
- Collaborate with, and participate in, the Siskiyou County Fire Chiefs Association and other key regional and state organizations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.*

- Minimum of seven (7) years' fire/rescue/EMS, including two (2) years of chief officer experience.
- ICS 100-400 certification.
- Two-year college degree with major coursework in fire science, administration, leadership/management, or a related field, or equivalent combination of experience and training.

**Licenses and Certifications:**

- Current California certifications for First Aid and CPR or higher (or ability to obtain within one year of employment).
- Possession of, or ability to obtain, a valid California Driver's License with Firefighter Endorsement by date of appointment.
- Current Red Card certification (or ability to obtain within one year of employment).

**Preferred Qualifications:**

- Fire Department Approved Driver Trainer/Evaluator.
- CFSTES Company Officer or higher.
- CFSTES Fire Instructor 1 certification or equivalent (or ability to obtain within two years of employment).
- CFSTES Fire Inspector 2 or higher.
- Incident Safety Officer certification (or ability to obtain within one year of employment).
- Four-year degree with major coursework in fire science, administration, leadership/management, or a related field.
- Current Engine Boss or Strike Team Leader.

**PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS**

*This position will function primarily in two environments.*

**Office Setting:**

Work is predominantly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to maintain fire command capability and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. May interact with frustrated or irritated individuals in interpreting and enforcing fire department policies and procedures.

**Operational & Field Environment:**

May require exposure to hazardous materials, loud noises, and extreme temperatures. While wearing fire protective equipment including SCBA, must be able to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally weighing more, with assistance of other staff and/or the use of proper equipment. Must operate emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, phone. Must be able to remain on a physically demanding emergency incident for multiple hours or days at a time. Must pass and maintain all City medical and

physical standards, including the ability to medically and legally wear a respirator and self-contained breathing apparatus (SCBA).