

# CITY OF FOLSOM

## FIRE CHIEF

### **DEFINITION**

Under administrative direction, plan, organize, direct, and review the functions and activities of the Fire Department including fire suppression, prevention, and support services.

### **SUPERVISION EXERCISED**

Exercise direct and indirect supervision over lower level managerial, professional, technical, and clerical personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Develop, plan, and implement Department goals, objectives, policies, and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Manager and City Council.
- Prepare and present staff reports and other correspondence.
- Direct, oversee, and participate in the development of the Department's work plan.
- Assigns work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Supervise and participate in the development and administration of the Fire Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Respond to major emergencies and personally oversee emergency scene activities as necessary.
- Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.
- Prepare a variety of technical and Departmental activities as related to the Fire Department.
- Provide advice and assistance to the management negotiating team.
- Respond to the most difficult complaints and requests for information.

- Represent the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Attend and participate in professional meetings, conferences, and workshops.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.**

### **Knowledge of:**

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles, practices, methods, and techniques of modern fire and life safety and fire suppression activities.
- Operation, maintenance, and uses of fire fighting apparatus and equipment.
- Pertinent federal, state, and local laws.

### **Ability to:**

- Plan, direct, and review fire suppression, fire and life safety code compliance and emergency medical service activities, hazardous materials emergencies, and other disasters.
- Plan, prioritize, assign, and direct the work of fire department personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop and administer sound departmental policies.
- Prepare and administer a budget; interpret and make decisions in accordance with laws, regulations, and policies.
- Gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.
- Select, supervise, train, and evaluate assigned staff.
- Communicate clearly and concisely orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Minimum Qualifications**

### **Education:**

A bachelor's degree in fire science, public administration, or a closely related field from an accredited college or university.

**Experience:**

Eight (8) years of increasingly responsible command and supervisory experience in an organized fire department, including five (5) years of administrative and supervisory responsibility in fire protection programs.

**License, Certificate, Registration Requirements:**

Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

**Information Block**

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: