

## CLASSIFICATION SPECIFICATION

**CITY OF MARYSVILLE, CA**

**Date:** October 2014

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CLASS TITLE:	<b>Fire Chief</b>	JOB CODE:	01885
WORKING TITLE:	Fire Chief	FLSA STATUS:	Exempt
REPORTS TO:	City Manager	HIRING STATUS:	At Will

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### **JOB SUMMARY**

Under executive direction from the City Manager, the Fire Chief serves as the principal administrative officer for the Fire Department; plans, directs, reviews, and manages Department activities and operations encompassing a wide range of fire service-related functions including fire prevention, public information, emergency planning, fire suppression, training/fitness, communications, hazmat response, and related administrative services; assures department compliance with and enforcement of applicable federal, state, and local laws, ordinances, and codes; manages and supervises staff; serves as a member of the City's Management Team.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position executive management classification. The Fire Chief's duties are administrative/-managerial in nature, and the incumbent performs work that is very complex, with broad authority for overseeing the day-to-day operations of the Fire Department as well as responsibility for department strategic planning and goal setting. The incumbent is responsible for directing and supervising the work of all subordinate positions and classifications assigned to the department, either directly or through subordinate supervisors. The incumbent has extensive contact with public officials, state/federal/local agencies, other public/private organizations and the general public. The incumbent exercises a high level of independent authority, working from broad policies to achieve objectives critical to the department's mission.

### **EXAMPLES OF WORK**

Examples of Work is not intended to be an exhaustive list of all responsibilities, duties and skills. It is intended to provide accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- Plans, organizes, manages, leads, and directs the overall operations of the Fire Department, including those related to fire prevention, public information, emergency planning, fire suppression, training/fitness, communications, hazmat response, and other fire service-related areas;
- Selects, assigns, trains, directs, and evaluates subordinate staff, including subordinate managers, supervisors, sworn professionals, and others; assures training and guidance for staff involved in various aspects of fire service; oversees and implements disciplinary actions when necessary;
- Develops, plans, and implements department goals and objectives in accordance with the core purpose, mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of department work products through quality control and related activities;

- Administers, directs, and participates in development of the department budget; analyzes budget data to identify and project resource needs; obtains needed resources; develops strategies to increase department funding; develops and monitors grant-funded programs; monitors and approves budget expenditures;
- Reviews legislation and assures department compliance with appropriate fire and emergency service-related laws, regulations, statutes, and codes; oversees various Department enforcement programs and activities;
- Participates as a member of the City's Management Team; provides assistance to the City Manager and the City Council on fire service-related matters; acts as Director of Emergency Services in the absence of the City Manager;
- Coordinates assigned activities with City officials, other City departments, and outside agencies as appropriate; maintains effective working relationships with department staff, federal/state/local agencies, the general public and others; seeks to achieve positive public relations in all department activities; participates on committees and boards and in community activities as assigned; attends meetings, conferences, and workshops as assigned;
- Prepares complex statistical and narrative reports, correspondence, and other documents;
- Represents the City and/or Fire Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems;
- Presents oral and written reports to city agencies and the city council, public safety interest groups, other interested parties and groups, and the public;
- Provides lead and/or support assistance in grant proposal preparation and administration;
- May respond to fire and/or other emergency scenes as necessary to help manage and/or oversee operations;
- Performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EMPLOYMENT STANDARDS** (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by graduation from an accredited four-year college or university with a degree in Fire Science, Fire Administration, Public or Business Administration, or similar major; and at least five years of broad and extensive supervisory experience in municipal fire service-related work including either two years in a position with administrative/management responsibility at a level equal to or higher than Fire Deputy Chief in a larger department; or four years in a position with administrative/management responsibility at a level equal to or higher than Fire Battalion Chief in a larger department.

#### **KNOWLEDGE, SKILLS, AND ABILITIES** (position requirements at entry)

##### **Knowledge of:**

- Contemporary principles, practices, methods, and techniques of fire and life safety, fire prevention, fire suppression, emergency planning, hazardous materials response, and other fire service-related activities; operation, maintenance, and use of modern fire-fighting and safety equipment;
- Current literature, laws, regulations and developments that impact fire-related services;
- Contemporary principles and practices of organization and management, supervision, training and procurement processes;

- Modern methods and techniques of conducting objective research;
- Contemporary budgetary principles and practices, including fund accounting concepts;
- Local government institutions, governance, and service delivery responsibilities.

**Ability to:**

- Listen effectively;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- Conduct complex technical subject matter research, either independently or as part of a group, requiring the application of quantitative and qualitative research methods;
- Interpret complex and difficult situations, reducing them to their significant elements, and applying appropriate interpretations to the situations;
- Complete assigned tasks relying on broad descriptions of objectives, rather than on extensive, separate instructions requiring frequent supervision;
- Prioritize workload effectively to meet deadlines under changing conditions;
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- Formulate meaningful work programs in assigned areas of responsibility;
- Organize the work of subordinates in order to successfully achieve a common mission;
- Participate in or direct difficult on-scene fire operations as Incident Commander;
- Meet the physical, psychological and background requirements necessary to safely and effectively performed assigned duties and responsibilities;
- Use computers and peripherals effectively in the accomplishment of assignments.

**Language Skills:**

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, scientific, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

**Reasoning Skills:**

- Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, scientific, or statutory forms, and to deal with both abstract and concrete concepts.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer keyboard.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Work days are frequently long, and work product deadlines are common.

Confidentiality is expected.