

CITY OF SEBASTOPOL
JOB DESCRIPTION

Job Title: Fire Chief
Division: Management
Department: Fire
Location: Fire House
Shift: As Required City
Reports To: Manager
Prepared By: HR Advisor, MTC
Prepared Date: 02/20/2023
Approved By: City Council
Approved Date: 07/01/1999
Revised Date: 08/01/2023, 02/20/2024
FLSA Status: Exempt

PURPOSE

Under administrative direction, the Fire Chief performs complex technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, investigation, disaster preparedness, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. The Fire Chief reflects a demonstrative cultural competency working with all community members regardless of cultural differences or circumstances including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities. May act as the City Manager or Assistant City Manager during the absence of either manager and perform related duties, as assigned.

DISTINGUISHING CHARACTERISTICS This is an individual classification that is responsible for the management and supervision of all Fire Department services, programs and policies. Reporting to the City Manager, the incumbent manages emergency response, fire prevention, public education, hazardous materials, municipal code enforcement, disaster response and other related public safety services. The responsibilities include direct and indirect supervision of management, technical, clerical and other support staff and command of emergency incidents.

SUPERVISION RECEIVED AND EXERCISED

General administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, supervisory, technical, and/or support staff.

TYPICAL DUTIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Depending upon assignment, duties may include, but are not limited to, the following:*

- Plan, direct, coordinate, and organize all City fire service functions including fire suppression and prevention, emergency medical services, disaster preparedness, hazardous materials response, emergency operations center (EOC), and associated programs, services, and operations.
- Plans, organizes, directs and coordinates the activities of the Fire Department; selects, trains and has general responsibility for the discipline of volunteer personnel.
- Prepare and recommend long range plans for fire programs and develop proposals for action on current and future needs of the City.
- Advise City Council, City Manager, and others on departmental issues impacting the City.
- Coordinate the provision of departmental support services of station, equipment maintenance, in-service training, and fire inspection, maintaining departmental efficiency and effectiveness.
- Supervise and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

- Manage subordinate supervisors (Asst. Chiefs and Fire Captains) who supervise volunteers and employees in the Fire Teams.
- Maintain departmental records; evaluate volunteer staff; prepare suggested revisions to City Fire Ordinances.
- Coordinate the development, administration, and maintenance of records for organized training programs.
- Develop policies, goals and objectives for the Department.
- Develop, review, manage, and administer the Departmental budget, fees, stipend programs, and controls expenditures.
- Represent the Fire Department as its spokesperson before the media, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Requisitions supplies, equipment and materials needed for department operations.
- Develop, maintain, disseminate, and administer operating procedures manuals and policies.
- Coordinate responses to emergencies, enforce City fire codes, State building regulations, and State Fire Marshal regulations.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Provide advice and consultation to the City Council and City Manager on fire ordinances and policies.
- Perform regular inspections of buildings and structures; investigate causes and origins of fires, respond to fires and takes charge of major fires, prepare reports regarding department operations and activities.
- Serve as Assistant Emergency Services Director for the City; develop disaster and general emergency plans; coordinates emergency planning with all City departments, develop plans for evacuation shelters, warming/cooling centers, and first aid stations, coordinate hazardous material response planning, train other City staff on hazardous material handling.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Perform related duties as assigned.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions satisfactorily.

Knowledge of:

- Principles and practices of governmental administration and organizational management.
- Modern principles, practices and techniques of Fire Department administration and operation.
- Advanced methods, practices and principles of fire suppression, fire prevention and fire investigation.
- Principles, practices, and methods of investigation, documentation, and investigatory report writing.
- California Building Code, City and California State Fire Codes and California Administrative and Health and Safety Codes, and an understanding of fee and penalty administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- City protocol for disaster preparedness and emergency operations.
- Operation and maintenance of the apparatus and equipment used in firefighting and emergency service activities.
- Geography, types of building construction, major fire hazards and water supply problems of the City of Sebastopol.
- Provisions of national, state and local laws, rules, regulations and ordinances affecting fire and emergency service functions.

Ability to:

- Plan, organize and coordinate the fire service functions of the City.
- Work weekends, nights, holidays, and long hours in inclement weather.
- Provide supervision and training for volunteer staff.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Prepare and administer department budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Think and act quickly and appropriately in emergencies and assess situations accurately.
- Demonstrate cultural competency and a proven ability to work with people regardless of cultural differences or circumstance including race, ethnicity, religion, language, gender identity, age, marital and family status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities.
- Direct, manage, and oversee the administration and operations of the Fire Department.
- Interpret, explain, apply and enforce a variety of fire-related laws, ordinances and regulations.
- Collect and analyze data, maintain and prepare records and reports, make effective oral presentations, prepare a budget and control expenditures, and establish and maintain cooperative working relationships.
- Select, motivate, and evaluate assigned staff and provide training and professional development.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Write speeches and articles for publication that conform to prescribed style and format.
- Effectively present information to top management, public groups, and/or boards of directors.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE:

Any combination of education and experience is qualifying. A typical way to meet qualifications is:

Education: Equivalent to a two year degree from an accredited college or university with major course work in Fire Science, Fire Administration, Public or Business Administration or closely related field. A bachelor's degree in a related field is desired.

Experience: Five (5) years of municipal fire suppression, supervisory, management and administrative experience equivalent to Battalion Chief or above.

License, Certifications, Registrations:

- Possession of valid California Class C driver's license and a satisfactory driving record are conditions of initial and continued employment.
- Possession of a California State Fire Marshal's Office designation as Chief Fire Officer, the predecessor, Chief Officer or equivalent is highly desired.
- Coursework in Fire Command and experience in emergency operations is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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 frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works with explosives and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.