

**FIRE CHIEF****DEFINITION:**

This executive level classification serves as the head of the Fire District and assumes total management responsibility for functions related to fire prevention, fire suppression and emergency medical services.

Supervision Received and Exercised:

This position reports to the Board of Directors. Responsibilities include direct supervision of the Assistant Fire Chief the Administrative Assistant and other positions as required.

**EXAMPLES OF DUTIES:**

Typical Tasks:

The following tasks are typical for the position in this classification. The position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

- a. Documents and regularly updates the District's fire protection, emergency medical, disaster preparedness needs, and formulates and monitors goals, objectives, plans, and policies for adequately meeting these needs based on acceptable risk levels and current and future costs. Communicates these goals, objectives, plans, and policies to the Board of Directors, District personnel, and the public.
- b. Evaluates current and future fire protection programs, emergency medical programs, and other emergency services to ensure they are effective and their benefits exceed their costs.
- c. Organizes and directs the personnel, equipment, facilities and other resources of the District to ensure their economical and productive utilization, and the protection of life and property.
- d. Maintains a competent and motivated work force through effective training, performance evaluation, and disciplinary procedures. Promotes and stimulates the development of

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.01

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the managerial skills of the Assistant Chief/Fire Marshal.

e. Stimulates and mobilizes the residents of the District to be aware of fire dangers and takes action to reduce these risks, including built-in fire prevention and suppression technologies and methods.

f. Keeps the Board of Directors adequately informed of District performance and problems, and proposes changes to improve fire protection and disaster preparedness, including revision of fire safety codes and ordinances, disaster plans, water supply systems, station locations, and fire fighting technologies.

g. Prepares the District budget and keeps actual expenditures within the limits set.

h. Keeps abreast of and utilizes, where appropriate, new fire prevention and suppression programs, tactics, technologies and emergency medical systems.

i. Directs the effective and timely provision of fire inspection services for residential, commercial, and industrial structures, and assures the enforcement of fire prevention ordinances and State laws.

j. Assures the provision of adequate fire flow requirements through timely testing of the pressure in the water distribution system, effective maintenance of fire suppression equipment, and the prompt response to calls for service of fire suppression personnel.

k. Assures the effective and timely review of development plans submitted to the District to minimize fire risks.

l. Fosters a decision making environment in the District in which the Fire Chief, Assistant Chief, Fire Marshal, and Fire Captains can function effectively as a management team. Utilizes this time to program planning, fire suppression and prevention, and community involvement's to develop effective fire service programs.

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.01

- m. Assures a sense of service is developed and maintained by each District employee to the end that each employee supports the concept of the District as a community resource.
- n. Oversees the selection, assignment, scheduling, productivity, work quality, performance evaluation, development and discipline of personnel in the District.
- o. Personally handles or directs difficult, multi-company, high priority or emergency fire suppression tasks, and remains on-call, where appropriate.
- p. Participates in the identification and development of a cadre of competent first line supervisors and middle level managers.
- q. Functions as the District's Personnel Officer, assuring the District is provided with adequate manpower to meet its current and projected needs and assuring that harmonious employee relations are maintained.
- r. Develops plans, programs, and techniques for determining the major needs of the District which can be met through training, including the use of performance appraisal techniques, inventorying of individuals abilities, identification of current and projected District needs, and the construction of training programs to meet these needs. Directs the development of and administers the Districts formal training program.

**QUALIFICATIONS:**

Minimum Knowledge's, Abilities and Skills:

Knowledge of: Fire protection, emergency medical systems and disaster preparedness problems, issues, philosophies, principles and tactics; modern planning, management, budgeting, and organizational techniques; relevant laws, ordinances, codes and court decisions which impact fire protection; governmental operations at the local, State and Federal level and the insurance industry.

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.01

Skill in: Program evaluation, productivity improvement and cost-benefit analysis, identifying, evaluating, motivating and developing supervisors and managers; communicating clearly and concisely verbally and in writing; and skills in labor and inter-personal relations; planning, directing, and organizing fire prevention, suppression, and support activities; establishing and maintaining cooperative working relationships with those contacted in the course of work; deal tactfully with the public; analyze, interpret, and check complex plans and specifications and assure their compliance with building codes and fire safety requirements.