

Chester Public Utility District

Fire Chief Job Description

Description:

The duties and responsibilities are to plan, organize, direct, and review the activities and operations of the Fire Department, including fire suppression and prevention activities, emergency medical services, training, and administrative services. Provide leadership to the Fire Department; coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager. Assist the District in developing improved operational and fiscal health for the Fire Department.

Position reports directly to the District General Manager and provides direct supervision over Fire Department personnel. This position will:

- Maintain grants and agreements involving emergency services that add revenue to the district.
- Improve Volunteer Firefighter program.
- Improve Training accountability for permanent and volunteer staff.
- Improve safety equipment condition and currency.
- Develop a capital expenditure plan for apparatus and safety equipment replacement.
- Research and seek funding mechanisms.
- Streamline administrative practices where possible, especially in billings and invoices for emergency medical services.

Duties may include, but are not limited to the following:

- Develop, plan, and implement Departmental goals and objectives.
- Recommend and administer policies and procedures.
- Establish and maintain volunteer recruitment and retention programs.
- Coordinate Department activities with those of other departments and outside agencies and organizations.
- Prepare and present reports to the General Manager.
- Monitor and participate in the development of the Department's budget.
- Prepare technical reports and maintain Departmental records and reports.
- Attend District Board meetings, professional meetings, conferences, and workshops when available.
- Supervise safety and emergency preparedness activities.

- Direct the selection, supervision and work evaluation of department personnel.
- Provide staff development and training programs.
- Build and maintain positive working relationships with District staff, general public, State and Federal Agencies

Knowledge of the following:

- Principals and methods of public administration, particularly in the areas of fire department emergency services delivery *including* emergency medical services.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and techniques of budget development and administration.
- Applicable laws, rules, regulations, ordinances, and codes pertaining to public government administration, fire prevention, inspection, and suppression.

He/she will have the ability to:

- Plan, prioritize, assign, and direct work of Emergency Services personnel.
- Develop, administer, and enforce District and Departmental policies and procedures.
- Participate in the development of the Department budget.
- Plan, direct and organize fire prevention, suppression, and support activities.
- Properly interpret and make decisions in accordance with existing Federal, State, County, and District law, regulation, policy, or procedure.
- Properly interpret and implement any new Federal, State, County, or District law, regulation, policy, or procedure.
- As required, implement changes in Emergency Medical Services operations, to comply with any changes in Federal, State, County, and District law, regulation, policy, or procedure.
- Meet the physical requirements necessary to perform assigned duties safely and effectively.
- Communicate clearly and concisely, both orally and in writing.
- Select, supervise, train, and evaluate Fire Department personnel.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Required Qualifications:

Good organizational and communication skills as well as possessing the ability to multi-task and manage detailed operations are essential. Professional appearance, conduct and courtesy are imperative as this position represents the district to both the public and governmental officials. This position interacts with other governmental entities at Federal, State and Local levels to assure compliance and effective operations.

He/she must have sufficient formal or informal education to assure the ability to read and write at a level required for successful job performance. He/she shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication. He/she shall possess and maintain the following licenses and certificates:

- Possession of a valid California Class B or Firefighter Endorsed Class C driver's license. License must have all proper endorsements (Tank, Air Brakes, etc.)
- Current EMT-B or higher certification
- Certification as a HAZMAT First Responder Operational (FRO)
- California State Fire Marshal Firefighter I & II
- Certifications in the following: ICS-100, ICS-200, ICS-300, ICS-400, NIMS-700 and NIMS-800

A combination of experience, education and training that would likely provide the required knowledge and abilities would include:

- Five years of command experience involving supervisory and administrative work in an organized Emergency Services; and
- Equivalent to an AA Degree or higher from an accredited college or university with major course work in the fire science, public administration, or closely related field.