

# AMADOR FIRE PROTECTION DISTRICT

## JOB CLASSIFICATION: FIRE CHIEF

### **SUMMARY DESCRIPTION:**

Class specifications are intended to present a descriptive list of the range of duties performed by the employees in the class. Specifications are not intended to reflect all duties performed within the job.

#### Description:

The Fire Chief is the highest level of the executive staff of the Amador Fire Protection District (District) and works under the general direction of the District's Board of Directors.

The Fire Chief provides overall management, direction, and leadership for all District functions, operations, and personnel. Responsibilities include: reviewing the general operation of the District to determine efficiency; providing direction on major projects or problem areas; planning for the future; developing policies and procedures and implementing policies under guidance and direction of the District's Board.

A person assigned to the Fire Chief classification is trained in fire suppression and emergency medical care and is engaged in the prevention, control, and extinguishment of fires and response to emergency situations where life, property or the environment is at risk. The Fire Chief also responds and renders aid in non-emergency situations as needed.

### **REPRESENTATIVE DUTIES:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepare District Board agendas and staff reports
2. Budget development and fiscal management
3. Attend or designate District representative to attend meetings requiring interface with other agencies
4. Perform performance evaluations of personnel under his/her direct supervision
5. Attend classes and fire related conferences as required; make public presentations; handle public complaints and investigate such complaints.
6. Oversee and coordinate fire prevention program
7. Annual review and update of the District Capital Improvement Plan.
8. Manage content of District's Personnel Policies Manual

9. Subject to emergency call back when off duty

10. Perform related duties as required.

### **MINIMUM QUALIFICATIONS:**

Candidate must be at least 18 years of age.

#### Education;

High School Graduate or GED equivalent at time of hire

#### Experience;

Ten years of continuous fire suppression, emergency medical response, and fire prevention as a paid or volunteer firefighter. Should include four years of administrative and supervisory experience at the Battalion Chief level or above.

#### License and Certificates;

Possess and maintain all of the following:

A valid Class C (or higher) California Drivers' License with a Firefighter endorsement or a valid California Commercial Drivers' License with proper endorsements for firefighting equipment.

Emergency Medical Technician certificate valid in the State of California  
CSFM Fire Officer Certificate.

#### Desirable Qualifications;

Experience working with volunteer and paid fire personnel.

Specialized training in fire sciences

Extensive experience in fire, EMS, and incident management

Experience in competent supervision and leadership practices

AA, BA, or BS from an accredited college or university

Prevention background or training and working knowledge of California codes

#### Knowledge and Ability;

Knowledge of,

- Modern fire prevention practices and techniques
- National Fire Standards (NFPA)
- FLSA labor code
- Fire Protection District Law (HSC 13800)
- Principles of supervision and progressive discipline
- Modern administrative, project management, budgetary principles and techniques, and PC computers and programs

Ability to,

- Organize and direct the activities of a staff engaged in providing optimum fire services
- Effectively analyze and resolve operational and procedural problems
- Develop command and calmly maintain effective management of emergency scene during high stress situations.
- Maintain discipline and high morale
- Prepare clear and concise reports using a computer
- Communicate effectively both orally and in writing

- Meet and deal tactfully and effectively with the public
- Develop formal agreements and contracts with other agencies and communities
- Manage time in an effective manner

### **PHYSICAL DEMANDS-WORKING CONDITIONS:**

The conditions herein 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 job functions.

**Environment:** Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel to various locations as needed; the employee regularly works near moving mechanical parts; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; regularly exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergencies and when working at an emergency incident; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and travel outside District boundaries as required to perform duties.

**Physical:** Performs strenuous physical activities associated with fire and emergency situations. Primary functions require sufficient physical ability to work in emergency response and office settings; walk, run, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate fire suppression and emergency medical equipment; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

**Vision:** See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Hearing:** Hear in the normal audio range with or without correction.