



RIVER DELTA FIRE DISTRICT

FIRE CHIEF

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

GENERAL FUNCTION:

Under administrative direction, the Fire Chief is responsible for the overall management of the Fire Department including fire prevention, suppression, inspection, hazardous materials, emergency medical incidents and emergency services; performs difficult and responsible administrative work in connection with carrying out District and departmental goals, objectives and priorities.

ESSENTIAL FUNCTIONS:

The essential functions of this position include, but are not limited to, the following:

Plans, organizes and directs all activities of the Fire Department; develops policies, rules and procedures for the effective operation of the department; establishes department goals, objectives and priorities; prepares and administers the department budget; provides administrative direction to activities relating to the effective utilization of personnel and care and maintenance of department facilities and equipment; directs the enforcement of state regulations, laws, codes and local ordinances relating to fire prevention, building/fire inspections and safety; manages the selection, development and discipline of personnel; directly supervises the officer responsible for departmental operations, and the manager responsible for aquatic/first-aid services; directs the proper planning and performance of fire prevention enforcement programs, resource management and habitat improvement through a program of prescribed burning, public relations programs, search and rescue activities, and training programs; manages the hazardous materials plan and the disaster preparedness plan; implements the incident command system; coordinates department activities with other District departments and outside agencies; prepares or directs preparation of proposals and reports concerning departmental activities; performs review and evaluation of fire-related design and environmental impact issues; and directs incident command for major emergencies.

OTHER FUNCTIONS AND DUTIES:

Other functions and duties related to this position will include represents the District at a variety of meetings; serves as a liaison with other public agencies; speaks before public and professional groups; uses personal computer to perform word processing and spreadsheet functions; performs other duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of principles and practices of fire suppression/prevention with particular emphasis on wildland firefighting; pertinent state laws and regulations; coordination and use of fire equipment, including helicopters and fixed wing aircraft; administrative techniques, principles, practices and procedures particularly as applied to overall management of a fire department; supervision principles and practices. Skill to effectively formulate and administer sound departmental policy in the areas of general fire science, development-related issues, search and rescue, hazardous materials, emergency planning, incident command theory; supervise the management of major fires; exercise sound judgement, resourcefulness and leadership. Ability to communicate effectively, both orally and in writing; utilize personal computers and computer software including word processing, spread sheet and GIS software; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

MINIMUM QUALIFICATIONS:

Education: Associates degree from an accredited college with major work in fire science/administration, business or public administration, or a closely related field, and

Experience: Five years of increasingly responsible supervisory experience in fire suppression and prevention, with three years in a command position.

Licenses, Certificates and Special Requirements:

- A valid California driver's license with Firefighter Endorsement (or) Class B-Commercial, with all the proper endorsements.
- Cardiopulmonary Resuscitation certification (CPR/AED).
- California State EMT Certified.
- California State Firefighter I.
- California State Company Officer (preferred)
- Haz-Mat FRO
- ICS 300 (ICS 400 preferred)
- Ability to be "Red-Carded" as a Strike Team Leader within 1-year of assignment
- S-215, Fire Operations in the WUI)
- PC 832 POST (preferred)

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

FIRE BATTALION CHIEF

DESIRABLE QUALIFICATIONS:

Certification: Company Officer Certification from the California State Fire Marshall's Office.

FIRE CHIEF REPORTS DIRECTLY TO: River Delta Fire District, Board of Directors

Revised 1/11/2020