

City of Coalinga
Coalinga, CA 93210

Fire Chief
Pay Class: Contract
FLSA Exempt

DEFINITION

Under general direction of the City Manager, manages the activities of the Fire Department and the City Ambulance Service; acts as Safety Officer for the City; stays aware of and makes recommendations regarding Federal, State, and local government laws and regulations, and grant and loan programs that affect the department.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Plans, organizes, directs, evaluates, and coordinates the activities of full-time and reserve Fire Department personnel in providing fire protection, fire prevention, and emergency medical services to the City. Attends fires as appropriate and exercises overall supervision of fire fighting employees.
- Manages Fire Department and Ambulance Enterprise Fund budgeting, expenditures, and short-term and long-term operations and financial planning and implementation.
- Monitors the operating and financial performance, results, and status of the City Fire Department and Ambulance Service and periodically reports same to the City Manager, along with well-developed recommendations for appropriate new actions, and manages contracts relating to Fire Department and Ambulance Service operations.
- Performs a variety of personnel supervisory functions, such as: interviews and advises on the hiring, lay off, or discharge of employees; investigates grievances and personnel problems and implements disciplinary or other appropriate actions; assigns Firefighters to specific shifts; and manages personnel performance planning, goal setting, and performance evaluations for the department.
- Supervises a program of in-service trainings and directs training activities.
- Supervises the requisition, maintenance, and operation of firefighting equipment and fire hydrants.
- Attends and participates in professional associations and conferences to stay current on trends and innovations in the fields of fire science, emergency medical services, and fire prevention

and suppression programs; confers with agents and other governmental jurisdictions, such as, the Board of Fire Underwriters and the Office of the State Fire Marshal as needed.

- Promotes good public relations and the value of fire prevention in the community.
- Supervises the activities of the City Fire Prevention Bureau, including fire inspection and plan review services.
- Acts as Safety Officer for the City and coordinates safety compliance activities.
- Maintains the City Emergency Operations Plan and acts as Assistant Emergency Operations Manager.
- Manages the maintenance of appropriate department records and correspondence.
- Performs other related tasks as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Graduation from an accredited college or university with a Bachelor's Degree in Fire Science or related field highly desired.

Experience: Ten (10) years of paid experience in all major functions of a fire department, including at least four (4) years as a supervisor at the level of Captain or higher.

Licenses: Valid State of California Drivers License, Class B, with endorsements for air brakes, manual transmission, and water tank **OR** a Class C License with the ability to obtain a Class B within one (1) year of hire; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs; must have EMT Certification or EMT 1 equivalency within one (1) year of hire.

Other: Must be a U.S. citizen or legal resident alien; and pass a thorough background investigation, psychological evaluation and physical examination with drug test.

NOTE: *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

Knowledge of: Principles, practices, and techniques of fire department administration and operation; operation and maintenance of the types of apparatuses and equipment used in firefighting activities; provisions of laws, ordinances, regulations, and codes affecting the work of the Fire Department; principles and practices of training fire personnel; suppression and rescue procedures; familiarity with geography, types of building, construction, major fire hazards, and the water supply network to the City.

Skill and Ability to: Manage Fire Department resources in an efficient, effective, safe, and customer service oriented manner which promotes enthusiastic departmental teamwork and participation in continuous improvement practices; meet the physical qualifications as established by the City; formulate and administer sound departmental policies; establish and maintain effective working relationships with governmental officials, employees, and the general public including public presentations; maintain records; communicate effectively both orally and in writing; and prepare reports.

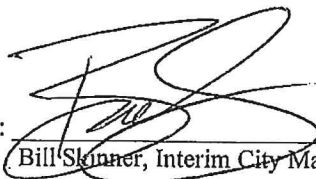
ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Perform work within the fire station environment and outdoors in a life threatening, hostile environment during emergency operations; lift and carry heavy equipment, such as a standard 24-foot fire service aluminum ladder weighing 60 pounds and half (1/2) of a 35 foot fire service aluminum ladder weighing 135 pounds. Must be able to lift and carry people, such as half (1/2) of the weight of a gurney weighing 81 pounds plus the average weight of a male adult weighing 196 pounds plus the 02 unit (bag) weighing 25 pounds for a total weight of 151 pounds. Endure periods of extreme heat and physical exertion; and enter burning areas and other hazardous situations. Ability to stand, sit, walk, talk and hear; climb, balance, stoop, kneel, crouch, crawl and smell; use hands and fingers to handle and operate objects, tools, controls, etc; reach with hands and arms; and perform frequent, repetitive motions with hands, wrists and arms. Mental application uses memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment and be flexible and sensitive in response to changing situations and needs.

Approved by:  6-5-08
Bill Skinner, Interim City Manager Date