

## **CITY OF ARCADIA**

### **FIRE CHIEF**

#### **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Fire Department including fire prevention, suppression, investigation, inspection, emergency medical services, and public education; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Fire Department services and activities including fire prevention, suppression, investigation, inspection, emergency medical services, and public education.

Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; maintain efficient and cost-effective emergency response teams.

Represent the Fire Department to other City departments, elected officials and outside agencies; explain and interpret Fire Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.

Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.

Plan, direct, and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Fire Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.

Ensure proper maintenance and availability of equipment, apparatus, buildings and other facilities.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Supervise and conduct fire incident investigations.

Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.

Participate on a variety of boards and commissions; attend and participate in professional group meetings and conferences; stay abreast of new trends and innovations in the field of fire science.

Respond to and resolve difficult and sensitive inquiries and complaints.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of comprehensive fire prevention, suppression, investigation, and inspection programs.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Modern fire prevention, fire suppression, and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus equipment, tools, and devices.

Mechanical, chemical and related characteristics of a wide variety of hazardous materials and objects.

Pertinent Federal, State, and local laws, codes, and regulations.

Recent developments and sources of information in fire administration.

Advanced principles and practices of budget preparation and administration.

Incident command theory.

Procedures, methods, and techniques of emergency medical services including first aid and CPR.

Principles of supervision, training, and performance evaluation.

Principles and practices of data collection and report preparation.

Local geography including the location of water mains and hydrants and the major fire hazards of the City.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Fire Department.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire prevention, suppression, investigation, and inspection services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager, and City Council issues, concerns and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Plan, direct, and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous materials emergencies operations and activities.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Conduct thorough investigations including researching, collection, compiling, and analyzing information and data.

Establish record keeping systems and procedures.

Prepare clear and concise administrative and financial reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Seven years of responsible fire suppression and prevention experience including five years of management and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science or a related field. A Master's degree is desirable.

**License or Certificate:**

National Incident Management System (NIMS) IS 700 and 800

Incident Command System (ICS) 100, 200, 300 and 400.

Possession of a Hazardous Materials Awareness and Operations certificates.

Completion of course work to be eligible to apply for State Fire Marshal Fire Officer Certification. Must obtain State Fire Marshal Certification within 12 months of appointment.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association.

Possession of EMT I Certification or equivalent.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some exposure to cold, fire, heat, smoke, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call.

**Effective Date:** January 1999

**Revised:** January 2021