



Fire Chief

Department/Division:	Fire/Administration
Reports To:	City Manager
Provides Direction To:	Fire Battalion Chiefs, Fire Captain/ Paramedics, Fire Captain/Fire Marshal, Executive Secretary, PT Senior Management Analyst
Bargaining Unit:	Unrepresented
Exemption Status:	Exempt
Employment Status:	Unclassified (At-Will)
Date Prepared:	March 9, 2018

GENERAL PURPOSE

Under general direction of the City Manager, directs, plans, organizes, budgets, and controls the programs and services of the Fire Department, including fire prevention and safety inspections, suppression, medical rescue, emergency planning, training and development, and administration; directs departmental staffing, budgeting, and capital improvement project planning; instills ethical decision-making, public responsiveness, and innovation in the delivery of services; participates as a member of the Executive Management Team; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Fire Chief is distinguished from the Fire Battalion Chiefs by its broader scope of responsibility, decision-making, budgeting authority, and supervision over department-wide operations, personnel, and planning functions, and its role in serving as the department's primary representative for internal and external communications.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans and directs departmental operations and activities with departmental personnel, contractors, and fire safety and office staff.
2. Plans, organizes, and evaluates the effectiveness of departmental services in consultation with the City Manager, Executive Team, and area Fire Chiefs.
3. Directs and manages departmental personnel actions, including selection, training, supervision, appraisal, and discipline, in consultation with Human Resources, and in accordance with administrative policies and contract provisions.

ESSENTIAL FUNCTIONS (continued)

4. Coaches and mentors subordinate staff; considers employee development needs; establishes succession plans for all departmental classifications.
5. Addresses labor management issues through meetings, analysis of departmental policies and agreements, and communications with human resources, and unit representatives.
6. Represents the City and department at community meetings, City Council meetings and planning sessions, social events, and other functions.
7. Develops, evaluates, and directs internal departmental training programs as well external training programs and exercises in which the department is a participant.
8. Prepares, administers, and evaluates departmental budget and staffing plans; evaluates revenues and expenditures, community needs, response times, call volume, and operational readiness; provides reports and makes recommendations.
9. Attends and participates in management workshops, conferences, and training events.
10. Prepares and presents reports, studies, staff and activity reports, and technical information to City staff, management representatives, and elected officials.
11. Creates, reviews, maintains, and updates the City's Disaster Plan and Emergency Operations Center policies and procedures and consults with appropriate parties regarding updates and needed changes.
12. Directs capital planning for the department; forecasts and recommends replacement or upgrading of City equipment, apparatus, and facilities by considering population, service area, community demographics, industry trends, and other needs.
13. Participates as a member of the Executive Management Team.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories of management, organization, and operations related to fire service; California Firefighters Bill of Procedural Rights; State and federal Fire Safety, emergency medical services and equipment, hazardous materials and risk management practices, State vehicle codes, and local municipal ordinances related to fire services; labor management and personnel practices; Incident Command Systems, local joint response agreements and procedures, and State Mutual Aid System; emergency preparedness and terrorism prevention; Fire Records Management System; personnel practices; capital planning and asset management practices; principles, practices, and procedures of modern firefighting ground tactics, fire prevention, rescue operations and procedures, arson investigation practices, and protection of lives and property; fire safety principles, practices, and procedures; technical report writing methods; English usage, spelling, grammar, and punctuation; principles of employee supervision and evaluation; budgeting practices; leadership practices; customer service practices.

Ability to:

Plan, organize, and direct fire department operations; plan, manage, and evaluate the effectiveness of operations and practices; select, train, supervise, evaluate, and discipline employee; serve as commander given major and complex incidents; prepare, interpret, and evaluate the effectiveness of departmental policies and procedures; make presentations; use and ensure safe operation of fire and safety equipment, and power and hand tools; analyze emergency response data; prepare, review and present reports; operate computer hardware and modern office equipment; use word processing, spreadsheet, and related software applications; operate safety vehicles and equipment under emergency response conditions; work cooperatively and communicate effectively with staff, management, other fire agency personnel, officials, and others encountered in the course of work; make proper fire safety decisions in life-threatening or hazardous conditions.

Education/Training/Experience:

Bachelor's degree from an accredited college or university with a major in fire safety operations management, public administration, or a related field is required. Completion of 60 units of fire science and related coursework is required. Eight years of responsible fire services management, administrative, and operations experience including three (3) years at the rank of Battalion Chief or higher is required.

Licenses; Certificates; Special Requirements:

Federal Emergency Management Agency (FEMA) ICS 100, 200, 700, and 800 are required.

Valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Be available to work extended hours and shifts, attend weekend functions and activities, and be available for call-back status during emergencies.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employee is required to sit, stand and walk. The employee occasionally lifts and carries records and documents weighing at least 25 pounds. Is frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run, while wearing personal protective gear weighing approximately 75 pounds.

Sensory demands include seeing, talking, hearing, touching, and using smell.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret documents and follow safety standards; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; and interact with City staff, other organizations, fire safety personnel, school representatives, residents and business representatives, and the public.

WORK ENVIRONMENT

This position frequently works in the office and during extreme emergencies in the field.

This position operates a motor vehicle in traffic, and is subject to variable temperatures and weather conditions. The employee is subject to noise levels in fire incidents and rescue operations given sirens, alarms, diesel engines, pumps, power saws, and hydraulic tools.

During fires and hazardous materials incidents, the employee may be exposed to extreme heat, smoke inhalation, dust, fumes, potential burns, caustic chemicals, solvents, grease and oils, falling objects, vibration, and water and wetness. The employee may be required to use turnout gear, safety helmet, ear plugs, and other specialized duty equipment. The employee may in extreme circumstances climb ladders and work at elevated heights above ground. This position is subject to the threat of injury or death as part of fire safety operations.

When administering Cardiopulmonary Resuscitation (CPR), this position is exposed to human blood, bodily fluids, and other infectious materials and must be able to use gloves, masks with face shields, and take other safety precautions.

The employee will be required to work in harsh working environments.