

FIRE CHIEF

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

JOB OBJECTIVES

To plan, direct, manage and oversee the activities and operations of the Fire Department including fire suppression, fire prevention, emergency medical response, disaster preparedness, rescue services, and training; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over supervisory, technical and clerical staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Assume full management responsibility for all department services and activities including fire suppression, fire prevention, emergency response, rescue services, and training; recommend and administer policies and procedures.
2. Manage the development and implementation of goals, objectives, policies and procedures for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Fire Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Direct disaster preparedness and other fire protection programs to minimize the loss of life and property within the community.
7. Direct the continuous training of department personnel to meet and comply with applicable fire fighting standards; oversee certification programs.
8. Develop acceptable standards of performance for fire suppression, prevention and emergency medical service operations.
9. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

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Fire Chief (Continued)

12. Represent the Fire Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
13. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Serve as liaison for the Fire Department with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, emergency medical response, hazardous materials and fire prevention.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a fire department.
Advanced principles, practices, methods and techniques of fire suppression, prevention, and emergency medical response.
Local government administration.
Operational characteristics of fire suppression and emergency medical apparatus and equipment.
Principles and practices of disaster preparedness, response, and recovery.
Potentially hazardous facility, material and situation recognition.
Principles and practices of policy and program development, implementation and administration.
Management principles, methods, and techniques.
Principles and practices of supervision, training and performance evaluation.
Principles and practices of budget preparation and administration.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage direct, and facilitate comprehensive fire services.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Plan, direct and review fire operations, training programs and emergency medical services.
Properly interpret and make decisions in accordance with laws, regulations and policies.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, public administration, business administration or a related field.

Experience:

Eight years of increasingly responsible fire suppression and fire prevention experience including four years of management and administrative responsibility.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands 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 these essential job functions.

Position requires that the individual be capable of meeting the 13 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2007 Edition. This standard may be reviewed online at www.nfpa.org.

Environment: Normal office setting with some travel to attend meetings; may be required to travel to emergency rescue and/or fire fighting incidents.

Mobility: Incumbents may be required to maintain physical condition necessary for standing and walking for prolonged periods of time; may be required to don emergency and safety clothing, travel to emergency scenes and perform emergency fire fighting duties; operating motorized equipment and vehicles.

Vision: Vision sufficient to read small print, computer screens and printed documents.