



## JOB DESCRIPTION

### Fire Chief

Date Prepared: September, 2016

Class Code: 5010

**SUMMARY:** Under limited supervision, serves as Vernon Fire Department (VFD) Fire Chief; assures VFD operations are in compliance with state and federal laws and the public safety goals of the City; directs core VFD programs, including training, fire prevention, public education, emergency preparedness, administrative functions, and special projects; promotes VFD and City goals and priorities.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the Vernon Fire Department (VFD) through effective planning, staff management, and effective fiscal management; provides leadership, direction, and guidance to achieve the VFD goal of preventing and minimizing the loss of life and property in the City by establishing control over fires, medical emergencies, and the consequences of natural and manmade disasters.
- Develops and implements plans to meet City goals and directives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and projects, communicates status of projects and organizational issues, and assures the efficient delivery of high quality emergency services.
- Directs all VFD operations, programs, staff, and projects, including training, public education, fire prevention, emergency preparedness, and administrative and budget functions.
- Monitors operations, prioritizes and assigns tasks and projects, monitors staff work, and reviews and evaluates outcomes and methods; meets with staff to discuss and resolve problems, policies, workload, special projects, quality standards, and technical issues.
- Plans and coordinates VFD activities and training; maintains department discipline, and assures consistency of training, management of emergencies, and adherence to policies, procedures, standards, and guidelines; evaluates performance of VFD management team, and reviews and approves VFD evaluations.
- Analyzes workload trends, and develops emergency preparedness plans and training.
- Provides technical and management support to City Administrator on a variety of complex issues, including planning, ordinances, policies, budget, goals, priorities, equipment, and purchasing; coordinates community relations activities, and resolves sensitive and complex citizen inquiries and complaints.
- Coordinates operations and training, evaluates team performance, identifies training needs, and coordinates training with regional emergency services agencies; assures effective communication of VFD directives and changes in protocols; assures goals are met and performance issues are addressed.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load, administrative support systems, internal reporting relationships, and inter-agency issues; identifies opportunities for improvement, and develops recommendations.
- Assures the operational readiness of all fire equipment, vehicles, and personnel; reviews and approves operational and investigative reports.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Must have an A.A. or A.S. Degree in Fire Science or a B.A. or B.S degree with 24 units of Fire Science AND seven years fire department management experience, including three years of experience at a rank of Battalion Chief.

### **Knowledge of:**

- City organization, operations, policies, and procedures; and VFD MOUs, policies, and procedures.
- Duties, powers, authorities, and limitations of a municipal Fire Chief.
- State and federal regulations, practices, and procedures governing fire safety and emergency services.
- Modern emergency services management principles for efficient and effective management of allocated resources, including deployment strategies, reactive tactics, and coordination with outside agencies.
- Techniques and practices for effective and efficient management of Department resources, including personnel administration, labor law, purchasing, and budgeting.
- Tactics for deployment of personnel and equipment at fire and emergency scenes.
- Methods, practices and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations.
- Procedures and equipment used in modern firefighting and emergency medical response.
- National Fire Protection Association (NFPA) and International Fire Service Training Association (IFSTA) training and safety standards.
- City geography, traffic patterns, and the location of all streets, landmarks, buildings, and water mains.

### **Skill in:**

- Assuming VFD command level responsibilities and making appropriate decisions.
- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with VFD goals and objectives.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Effectively managing and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Assuming incident command responsibilities, making risk assessment decisions on deployment of staff, and coordinating firefighting, rescue, and emergency medical services.
- Evaluating complex emergency scenes, and quickly developing solutions, priorities, and mitigation plans.
- Operating specialized computer and communications equipment.
- Establishing and maintaining cooperative working relationships with co-workers and representatives from other local, state and federal agencies.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Commercial or Class C Driver's License with Fire Firefighter Endorsement is required. California State Certifications for Firefighter I & II, Fire Officer and Chief Fire Officer are required.

HazMat Specialist, California State Certified in Urban Search and Rescue (US&R) and Emergency Medical Technician from California Office of the State Fire Marshal are desired.

Additional technical training and certifications are preferred and may be required, including California Incident Command Certification System (CICCS).

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, in fire department facilities, and in the field for evaluation of emergency situations; may be exposed to the same work hazards as Fire Department Captains. Must maintain a level of physical fitness to meet VFD standards.