

CITY OF SALINAS

FIRE CHIEF

BARGAINING UNIT/CLASS CODE:

DEPT. DIR. / B03

DEFINITION

Under the administrative direction of the City Manager, directs the activities of the Fire Department and does related work as required.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plans, organizes and directs the activities of the City's Fire Department. Supervises the selection, training, assignment, utilization and discipline of personnel. Responsible for requisition of necessary supplies and equipment, inventory control and other necessary departmental administrative actions. Develops fire prevention and suppression program to include possible requirement for fire facility relocation or additions. Supervises public fire education and necessary fire suppression and control inspections. Takes personal command at major fires. Inspects and maintains personnel and equipment at peak efficiency. Coordinates with City, County and State agencies on fire prevention policies. Analyzes operational costs and prepares budget estimates. Supervises special studies and preparation of special reports. Develops mutual aid assistance fire plans and prepares plan and procedures in regard to natural and national disasters and functions as Chief of Fire Services under Civil Defense operations. Promote and maintain safety in the work place. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials, fine printed materials in manuals; hearing sufficient to conduct in person, two-way radio and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment, and to move about the scene of a fire or other emergency situation walking on wet and uneven surfaces, a physical strength to lift up to 30 lbs; physical stamina sufficient to sit and/or stand for prolonged periods of time; mental acuity to maintain calm efficient judgment in serious situations involving quick action or mental stress and to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

The Chief primarily works in a business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Infrequently, the Chief will work in the field at a fire scene or emergency in all types of climate subject to various weather conditions. Physical mobility sufficient to move about the work environment, ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Knowledge of fire administration, including organization, staffing, financing, equipment management and maintenance, communications and records. Knowledge of modern fire prevention methods and structural fire fighting methods. Knowledge of the capabilities and limitations of a wide variety of fire fighting equipment.

Ability to:

Ability to review the effectiveness of a large fire fighting organization and to institute improvements. Ability to establish and maintain satisfactory working relationships with subordinates, other official and the public. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

**CITY OF SALINAS
FIRE CHIEF (continued)**

License or Certificate:

Possession of a valid California (Class C) Driver's License. Certificate of completion of the Instructor Training Course given under the California State Fire Training Program.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors degree in Fire Science, Business Administration, Public Administration or related field, and seven years of responsible supervisory or administrative experience in the fire service.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 1-99, REV: 2-07