

**CLASS SPECIFICATION**  
**Fire Chief**

FLSA Status: Exempt  
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the activities and personnel of the City's Bureau of Fire, Rescue and Emergency Medical Services; plans, organizes and directs the organization, financial management, administration and delivery of fire suppression, fire prevention, natural disaster, rescue and emergency medical services for the purpose of minimizing losses of property and lives due to fire and natural disaster; coordinates and directs the external affairs of the bureau with City officials, other bureaus, other fire departments, and community groups; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-position class is responsible for planning, managing, directing and integrating broad, comprehensive programs directed at protecting lives and property from losses due to fire and natural disaster. Bureau programs include fire suppression and prevention, emergency medical services, hazardous materials, marine facilities, and disaster planning. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness. The work of this class is performed within the broad policy direction established by the City Council and general policy direction from a designated elected official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Bureau of Fire, Rescue and Emergency Medical Services; with subordinate supervisors, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of bureau managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for fire, rescue and emergency medical-related services; provides leadership and works with bureau managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment; provides leadership and promotes process and service improvement through the City's Service Improvement Initiative and other programs and activities.
4. Enforces, through subordinate managers, city, state, and national fire prevention codes and standards, safety regulations for public buildings and assemblies, the handling and storage of combustible materials, and the use and storage of flammable liquids and explosives.
5. Coordinates the efforts of all City bureaus toward fire prevention and emergency response; works closely with Police, Transportation, Emergency Communications and other City bureaus and various regional, county and private agencies in furthering inspections and assuring awareness of fire prevention throughout the city.
6. Directs the preparation and analysis of fire records and reports to ensure efficient operations, meet service demands, and comply with authorized requests for information regarding activities and personnel of the bureau.
7. Interprets and enforces city, state and federal codes, ordinances, regulations and laws; develops, drafts and proposes legislation.
8. Responds to all major fire alarms and natural disasters and directs activities through subordinate managers.
9. Attends fire service conferences and conventions and other educational meetings to keep abreast of modern firefighting methods and administration.
10. Addresses civic and other groups regarding bureau activities and programs to explain and promote public understanding of its work; promotes fire safety practices.
11. Provides direction and approves fire prevention, inspection and training programs developed by staff personnel.
12. Meets with other City bureau heads to coordinate Fire Bureau activities that cross bureau lines of control; meets with state and federal officials to ensure that bureau programs adhere to standards; meets with community groups and citizens to convey and receive information concerning bureau activities; and serves as chief spokesperson and advocate for the bureau.
13. Represents the bureau to the Commissioner-In-Charge, the City Council and other agencies in the community.
14. Acts as chief negotiator for the bureau in the development of labor agreements, intergovernmental agreements and other contractual relationships.
15. Directs and evaluates the City's marine safety practices, policies and operations.

16. Plans, directs and evaluates the bureau's marine rescue and marine environmental emergency response programs.
17. Directs and evaluates personnel responsible for maintenance, repair and upkeep of bureau equipment, apparatus and facilities.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques in the field of fire suppression, prevention, rescue and emergency medical services.
2. Federal, state and local laws applicable to areas of responsibility.
3. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
4. Research methods and analysis techniques.
5. Principles and practices of effective human resource management and supervision.
6. Effective community and public relations methods and practices.

### **Ability to:**

1. Plan and direct large, comprehensive fire suppression, prevention, rescue and emergency medical services programs and personnel.
2. Analyze and make sound recommendations on complex management issues.
3. Understand, interpret, explain and apply relevant city, state and federal laws.
4. Present information, proposals and recommendations clearly and persuasively in public settings.
5. Represent the City effectively in negotiations; develop, negotiate and administer interagency agreements and service delivery contracts.
6. Establish and maintain effective relationships with elected officials, all levels of City executives, officials of other governmental agencies, community and business organizations, the media, employees and the public.
7. Prepare clear, concise and comprehensive reports, studies and other written materials.
8. Exercise sound expert, independent judgments within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Manage a diverse staff of technical, professional, uniformed and non-uniformed fire-service personnel.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in fire science or public administration, or a closely related field; and at least ten years of progressively responsible fire management experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

5219 FIRE CHIEF Adopted: 08-19-75; Revised: 07-01-92

June 2009 - Change Job Class number from 7095 to 30000432, due to system change.