

City of Portland

**CLASS SPECIFICATION**

**FIRE CHIEF**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to a Commissioner or the Mayor. Under general policy direction, responsible for establishing the strategic direction, mission, and operations of the Portland Fire and Rescue Bureau (PF&R).

Classification is exempt from Civil Service.

Responsibilities include: planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; and directing personnel and operations. 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.

**DISTINGUISHING CHARACTERISTICS**

Fire Chief is a single-incumbent classification and the highest senior executive-level classification in PF&R.

Fire Chief is distinguished from Division Fire Chief and Fire Marshal in that the latter are responsible for a division within PF&R and report to the Fire Chief.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work closely with City Council in setting and carrying out the City's vision, mission, and objectives for PF&R; develop and implement long-range strategic plans; exercise financial management; develop and implement policies, procedures, programs, goals, and objectives.
2. Lead, monitor, and evaluate PF&R programs and policies for effectiveness in supporting its mission and goals; research trends in fire and emergency management and prevention, and make recommendations for program improvement or changes; review current programs and recommendations with subordinates to ensure compliance with expectations and anticipated outcomes; review new program proposals and delegate program refinement and implementation duties to subordinates.
3. Represent the City and PF&R to the public, elected officials, other agencies, other Bureaus/Office, other jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in meetings and committees; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; respond to sensitive citizen and media questions, feedback, and requests for information.
4. Prepare strategic plans and annual work plans; develop and oversee the execution of special projects impacting PF&R operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and PF&R plans, budgets, and policies.

5. Supervise, participate in, and approve the development and administration of the PF&R budget; direct the forecast of resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments.
6. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
7. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on PF&R programs; enforce, through subordinates, city, state, and federal fire prevention codes and standards, safety regulations for public buildings, and the handling and storage of combustible materials and flammable liquids and explosives.
8. Monitor and respond to major emergency incidents; coordinate with PF&R for city, regional, state, and federal partners; lead critical decision-making and responding to large scale disasters; communicate status and decisions to the Mayor and City Council.
9. Collaborate with other Bureaus/Offices in fire prevention and emergency response; work with other Bureaus/Offices and various regional, county, state, and private agencies in promoting fire awareness and inspections throughout the City.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction established by City Council and under general policy direction by a Commissioner or the Mayor.

Directly supervises a minimum of four (4) senior management positions. Indirectly supervises staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of leadership, strategic planning, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the PF&R.
2. Advanced knowledge of modern methods, techniques, and theories used in firefighting and prevention; fire hazards specific to the City; emergency medical services; disaster preparedness and response; hazardous materials and management of accidental or intentional release; search and rescue operations; residential and commercial building construction and inspection; and related public outreach.
3. Knowledge of advanced principles of management, supervision, training, and performance evaluation.
4. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
6. Ability to manage functions and operations including personnel management and budget administration, and apply program practices to diverse and complex fire management services.
7. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
8. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to analyze and make sound recommendations in complex situations, including fire suppression, rescue, or emergency medical services settings.

10. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
11. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor’s degree from an accredited college or university with major course work in fire science, business administration, public administration, or a related field;

AND

**Experience:** Ten (10) years of increasingly responsible experience in managing fire service programs, activities, and personnel, including emergency response, incident management, disaster rescue and response, emergency medical services, and fire prevention, and seven (7) years of leadership experience in a complex and diverse organization.

**Special Requirements and/or Qualifications:**

A valid state driver’s license.

**Preferred Qualifications:**

Management experience working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]  
Maximum Salary: yyyyy per [pay period, month, annual]  
Bargaining Unit: Non-represented  
FLSA Status: Exempt  
HISTORY  
Revision Dates: