

TWAIN HARTE COMMUNITY SERVICES DISTRICT

JOB DESCRIPTION

POSITION: FIRE CHIEF

UPDATED: June 15, 2020

1. General Job Description

The Fire Chief is an exempt, at-will position responsible for the overall leadership, administration, management and operation of the Twain Harte Community Services District (District) Fire Division. Under the general direction of the General Manager, the Fire Chief plans, organizes, directs and supervises the fire suppression, fire prevention, emergency medical, emergency preparedness and other fire/emergency-related services provided to District residents. The Fire Chief is responsible to lead and manage a professional, progressive, comprehensive and fiscally responsible fire department.

2. Primary Job Functions and Responsibilities

2.1. Leadership

- Maintains a clear understanding of the Fire Division's role in the District's mission, vision and values.
- Creates and sustains a culture in the Fire Division that ensures progressive operations, efficient use of resources, excellent public service and positive employee working environment.
- Provides leadership and professional mentorship to Fire Division personnel to ensure proficiency and career growth opportunities.
- Develops and maintains effective relationships and open channels of communication with the General Manager, Board of Directors, District personnel, volunteers, outside agencies, union, community groups, District residents, and other individuals who may interact with the District.
- Serves as the District's representative for all fire and emergency related matters and makes presentations to the public, other agencies, and Board of Directors.
- Collaborates with other agencies to improve services and provides regional leadership as needed.
- Regularly evaluates the scope and level of service provided by the Fire Division and develops programs to ensure effective operations and continual improvement.
- Keeps current on laws, technologies and actions of other agencies that influence the Fire Division's program with the purpose of continual improvement.
- Works with the General Manager and Board of Directors to develop strategic plans and set goals and objectives for the Fire Division.

- Implements aggressive fire prevention, agency coordination and public education programs to reduce community fire risk and enhance emergency preparedness.

2.2. Administration and Management

- Establishes staffing models and organizes fire personnel and volunteers to maximize quality, efficiency and levels of service.
- Recruits, hires, supervises, evaluates and disciplines Fire Division personnel.
- Assists General Manager with negotiation of labor union agreements.
- Prepares and manages the Fire Division budget, including regular reporting to the General Manager and early anticipation of potential problems.
- Ensures proper maintenance and upkeep of fire facilities, fleet and equipment.
- Oversees and performs requisition of materials and equipment for the Fire Division.
- Manages contracts and work for fire-related capital projects.
- Ensures Fire Division compliance with California law and industry standards.
- Ensures Fire Division compliance with District policies, ordinances, procedures and labor agreements.
- Assists with development of the District's fire-related policies and ordinances.
- Oversees inspection programs to ensure compliance with fire codes, ordinances and other fire-related regulations.
- Develops and updates standard operating guidelines and/or procedures to ensure efficient, effective and sustainable Fire Division operations.
- Negotiates/administers mutual and automatic aid agreements with other agencies.
- Manages and assists with training and development of the Twain Harte Area Community Emergency Response Team (CERT) program.
- Oversees the District's Unmanned Aerial Vehicle (UAV) program.
- Develops and implements training programs, including participating as an instructor, that meet and exceed personnel certification requirements and appropriately prepare personnel to respond safely and effectively to emergencies.
- Provides regular verbal and written operational updates and advice to General Manager and Board of Directors.
- Prepares written reports, grant applications and contracts.
- Oversees preparation, submission and retention of all required reports and records in a timely, complete and orderly manner.

2.3. Operations and Emergency Response

- Maintains certifications, skill training and physical conditioning to fill emergency response roles when needed.

- Responds to incidents as necessary to ensure continuous, effective and efficient delivery of emergency services.
- Performs incident command on emergency incidents;
- Provides major incident planning and management in large emergency incidents.

2.4. Other Duties

- This list includes primary job duties and functions and is not all inclusive. Other duties, as assigned or as required, may be needed to accomplish objectives.

3. **Required Qualifications**

3.1. Knowledge of:

- Principles, practices and techniques of organizational leadership and management.
- Modern fire services principles, practices, technologies and trends.
- Methods and principles of fire suppression, prevention and investigation.
- Emergency incident scene management and the Incident Command System.
- Personnel management, employment law and labor relations principles.
- Public relations, customer service and communications techniques.
- Basic public agency budgeting, accounting and requisition principles.
- Operation, maintenance and capabilities of fire and rescue equipment.
- Insurance Service Office (ISO) Public Protection Rating system.
- Firefighter Bill of Rights.
- Fire-related codes, laws, standards, rules and regulations.
- District's Injury and Illness Prevention Program, Strategic Plan, Fire Ordinance, Policies, and Standard Operating Guidelines.

3.2. Ability to:

- Effectively lead teams and function as part of a team.
- Recruit, train and mentor fire personnel to establish and grow a successful staff.
- Communicate clearly and concisely, both orally and in writing.
- Motivate, collaborate, and obtain trust and cooperation of others.
- Establish, maintain and foster positive and effective working relationships with District personnel, Board members, outside agencies and the community.
- Maintain self-control, professionalism and composure during difficult and stressful situations.
- Organize tasks, set priorities, delegate and ensure timely and quality outcomes.

- Think and plan strategically, including formulation of creative ideas and solutions.
- Interpret and simply explain fire codes, requirements, tactics and other related topics.
- Carry out and thoroughly complete tasks; and maintain programs successfully on a long term basis.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Quickly assess situations, make independent decisions and maintain command presence.
- Physically and mentally perform the necessary tasks of fire suppression and medical emergency response activities, including operation of all fire vehicles and equipment.
- Annually complete the work capacity test at the arduous level.
- Competently use computers and applicable software, including Microsoft Word, Excel, PowerPoint, website software, and tablet applications.
- Learn and apply administrative and financial policies and procedures.

3.3. Education:

- Associate's Degree in Fire Technology, Public Administration or other related field.

3.4. Experience:

- Ten (10) years of progressively responsible experience in the fire service, five (5) of which are full-time paid, in a command-level position - fire captain or higher.
- Two (2) years of management experience, ideally with budget development/administration and supervision of others.
- Extensive experience working with paid and volunteer firefighters.

3.5. Licenses, Certifications and Other Qualifications:

- Valid California Class B Driver's License with air brake and tank endorsements
 - Class C Driver's License with Firefighter Endorsement is acceptable
- California Fire Officer Certification (or approved equivalent)
- ICS 300
- IS 700/800
- CICCS Qualified as Engine Boss
- California State Fire Training Registered Instructor (or approved equivalent)
- Hazardous Materials Incident Commander
 - Hazardous Materials First Responder Operations
- Driver/Operator 1A/1B
- EMT (Expanded Scope)
- CPR/AED

3.6. Residency:

- In order to meet critical response times, the Fire Chief must reside within 30 minutes of the District's fire station.
 - This requirement must be met within the first six (6) months of employment.

4. Desired Qualifications

4.1. Education:

- Bachelor's Degree in Fire Technology, Public Administration or other related field.

4.2. Experience:

- Three (3) years of senior management level experience – battalion chief or higher.
- Experience serving on multiple state and federal mutual aid strike teams in response to large wildland fire incidents.

4.3. Licenses, Certifications and Other Qualifications:

- California Chief Fire Officer Certification (or approved equivalent)
- ICS 400
- CICCIS Qualified as Strike Team Leader Engines
- Fire Control 3, Fixed Facilities
- CERT Program Manager and CERT Instructor

5. Other Requirements

5.1. Exceptions to Required Qualifications:

- A combination of education and experience in a full-time, paid fire department may be accepted in lieu of the required qualifications. Such education and experience must clearly demonstrate that the candidate has the ability to perform the essential job functions of the position.
 - Acceptance of education and experience in lieu of required qualifications is at the sole discretion of the General Manager. It is not guaranteed or appealable.
- Applicants who clearly demonstrate the ability to perform the essential job functions of the position, but do not possess required certifications may be provided six (6) to twelve (12) months after employment to obtain such certifications.
 - Provision of additional time to obtain required certifications is at the sole discretion of the General Manager. It is not guaranteed or appealable.

5.2. Changes:

- This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.