



City of Greenfield

FIRE CHIEF

Annual Salary: 145,000-158,000

Position Description

Under administrative direction of the City Manager, plans, organizes and oversees all functions of the Fire Department, including administration, operations, and fire prevention; provides complex administrative support to the City Manager; and performs related work as required.

Class Characteristics

The Fire Chief administers all department activities for the City, through the services of both sworn and non-sworn staff; the incumbent coordinates the activities of the department with those of other City departments and local agencies to provide required services in an efficient, effective, economical, and professional manner.

Examples of Duties

Duties may include, but are not limited to:

- Plans, organizes, administers, either directly or through subordinate staff, coordinates and evaluates the work of the department in accordance with applicable laws, codes and regulations, recognized standards, and adopted City Council goals and objectives
- Directs and coordinates the development and implementation of goals, objectives and programs for the department; develops operating policies, procedures and work standards to ensure that the goals and objectives are met
- Develops and administers of the annual department budget; recommends budget transfers, expenditures and purchases; works closely with the City Manager and representatives of other organizations regarding funding sources and requirements
- Administers all departmental functions, including administration, operations, and fire prevention

- Selects, trains, motivates, supervises, reviews and evaluates the work of subordinate staff and provides for their professional development; recommends and administers discipline as required
- Interprets laws, codes, policies and procedures to staff; ensures legality and consistency of application
- Develops cooperative working relationships and mutual aid agreements with other local fire departments; monitors contract with the County for 9-1-1 and dispatch services
- Monitors legal, regulatory, technical, and stakeholder issues that may affect the department; recommends equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, economical, and professional manner
- Investigates and resolves problems with requests for services or complaints regarding fire department services
- Prepares a variety of correspondence, reports, procedures and other written materials
- Maintains and directs the maintenance of departmental records
- Represents the City in meetings with members of other public and private organizations, business, educational and community groups and the public
- Responds to emergency or unusual situations and assumes a command role; may oversee and coordinate the work of multi-agency task forces or committees
- Fosters and ensures a safe cooperative and safe work environment
- Other responsibilities as assigned.

Qualifications

Education: Bachelor's degree from an accredited college or university in public safety, business or public administration, or related field of study; graduate degree desirable.

Experience: Ten years' experience in a municipal fire department or special district providing fire protection services with at least five years of experience as a chief officer; experience in fire department administration, management, strategic or master planning, and community outreach highly desirable.

Knowledge and Abilities:

Knowledge of:

- Fire department administration, including organization, staffing, financing, equipment management and maintenance, communications and record keeping
- Applicable fire and life safety laws, regulations, standards, and recognized best practices
- Applicable workplace safety laws, regulations, standards and recognized best practices
- Applicable employment laws and regulations
- Principles of supervision and emergency incident management
- Capabilities and limitations of a wide variety of fire apparatus and equipment

Ability to:

- Evaluate organizational effectiveness and develop and implement improvement measures as appropriate
- Assimilate information and situations quickly, and make sound decisions
- Effectively motivate, lead, direct, supervise, and evaluate personnel
- Communicate effectively orally and in writing
- Foster and maintain effective working relationships with department personnel, other City staff, outside agencies/organizations, and the general public
- Positively lead Department by effectively representing and promoting City and Departmental missions, goals, objectives and organizational values
- Promote the mission, values and performance standards of the department, with focus on high quality public service.

Certification(s), Examination(s), and/or License(s) Required:

- Possession of a valid California Class C, Class B, or Class A Driver License with a satisfactory driving record
- California State Board of Fire Services Chief Officer or Chief Fire Officer certification

- Commission on Fire Accreditation International Chief Fire Officer designation, and/or successful completion of the U.S. Fire Administration Executive Fire Officer Program highly desirable
- Satisfactory completion of a pre-employment background investigation
- Satisfactory completion of a pre-employment medical examination.

Working Conditions:

The Fire Chief primarily works in a business office environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling, pushing/pulling, reaching in all directions, and prolonged periods of time working at a computer terminal; will work infrequently at emergency incidents or in an Emergency Operations Center.