

## CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: FIRE CHIEF

DEPARTMENT: FIRE

### **POSITION SUMMARY:**

To plan, organize, direct, and coordinate activities of fire suppression and prevention service of the city's volunteer fire department; also provide highly responsible and technical staff assistance to the City Manager and Council.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the City Manager  
Responsibilities include direct supervision of professional, technical, and clerical personnel.

### **EXAMPLES OF DUTIES** – duties may include, but are not limited to the following:

Direct and participate in then development and implementation of policies, goals, objectives, and priorities for the Fire Department.

Plan, direct, coordinate, organize, and supervise the departmental operations of fire suppression, fire prevention, and related activities.

Coordinate and direct the provision of departmental support services of station and equipment maintenance, and in-service training; maintain departmental efficiency and effectiveness.

Direct research of alternative approaches to fire protection.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Provide mutual aid service to other jurisdiction.

Direct and participate in the preparation of a variety of technical and departmental activity reports and records.

Direct and participate in the preparation and administration of the departmental annual budget.

Respond to the most difficult complaints and requests for information.

Direct preparation of emergency preparedness.

Recommend new ordinances related to fire protection.

Represent the City in relationships with the public, community groups, professional organizations, and outside agencies.

Select, supervise, train and evaluate staff.

Perform related duties as assigned.

### **QUALIFICATIONS:**

Knowledge of:

Principles, practices, methods, and techniques of modern fire prevention and suppression activities.

Operation, maintenance, and uses of firefighting apparatus and equipment.

Principles and practices of organization, administration, budgeting, and personnel management.

Applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, and suppression.

Ability to:

Plan, direct, and organize fire prevention, suppression, and support activities.

Establish and maintain cooperative working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing.

Select, supervise, train, and evaluate subordinates.

Formulate and administer sound departmental policy.

Risk life in the performance of firefighting duties.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Five years of progressively responsible administrative and supervisory experience in fire prevention and suppression work.

License or Certificate:

Possession of a valid California Driver's License; possession of Basic Life Support (EMT-1) certificate.