

EAST BAY REGIONAL PARK DISTRICT

ASSISTANT FIRE CHIEF

GENERAL FUNCTION:

Under general direction from Fire Chief, functions as Assistant for the development and implementation of fire protection planning and prevention programs; to provide management, administrative and technical overview on specialized programs or projects; to provide emergency incident management and support; and to perform related work as required.

CLASS CHARACTERISTICS:

The Assistant Fire Chief is responsible for administration of the departmental fire prevention and pre-fire incident planning activities. The incumbent is expected to exercise considerable independent judgment and initiative in establishing priorities for the development and implementation of the fire prevention/fuels management and mitigation program, including a full range of incident management responsibilities.

ESSENTIAL FUNCTIONS:

Develops and establishes policies and procedures to implement a comprehensive fire management/fire prevention program; oversees the development and refinement of data to be used as a guide for specifying wild land fire protection levels, pre-fire prescriptions, program results and resource allocations; working with federal, state and local agency staff, insures the development of data to support pre-fire analyses. Uses geographic information system (GIS) maps to develop subsidiary high risk/high value maps; reviews field validation of mapping results and develops pre-fire management plans and projects; develops vegetation management and control techniques; prepares reports, writes letters and maintains appropriate files; attends meetings, serves on committees, and meets/works with community groups as required; assists in developing the program budget; maintains accurate records; conducts detailed building and fire safety inspections, recommends the proper design and installation of fire protection equipment, enforces fire safety standards in the construction, operation and maintenance of facilities; interprets, applies and enforces state and local fire laws and ordinances; and works with contractors and District staff to ensure code compliance; conducts investigations relative to the cause and origin of fires and may perform related law enforcement duties as a POST Certified Peace Officer.

OTHER FUNCTIONS AND DUTIES:

May have fire line incident management responsibility during periods of high fire danger or during major incidents; performs related duties as assigned. Has Duty-Chief (on-call) responsibilities with other Fire Department Command Staff.

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MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree from an accredited college or university, with major work in fire science or related field; and
- Experience: Four years of fire suppression or fire management experience, with at least two years of experience in a supervisory or management capacity. Prescribed fire experience is highly desirable.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of fire prevention techniques, including vegetation management and range and forest control practices and principles; practices, techniques, apparatus and equipment of structural and wild land fire suppression; basic concepts of GIS mapping, data collection and analysis; familiarity with the California Environmental Quality Act (CEQA). Skill to communicate effectively, both verbally and in writing; effectively deal with the public, representatives of other agencies, land owners, neighbors, homeowner associations and contractors as a representative of the department and the District. Ability to collect and analyze a variety of graphic and statistical data; read maps and interpret mapped information; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of employment beyond probation in this classification. The Assistant Fire Chief is required to work some weekend days/evenings and all major holidays during the fire season. Incumbent will be required to maintain incident management and prescribed fire certifications. At the District's option, incumbent may be required to complete the California State Fire Marshal's Fire Prevention 1A, Emergency Medical Technician I, and the Peace Officer Standards and Training (POST) Basic Academy. Certification as a Fire Prevention Officer I is desirable.

REPORTS TO: Fire Chief

Employment Category: Management Range MG03, Monthly Salary Range Effective 3/31/2007: \$6,134.27 – \$7,836.40

Adopted by Board in 2003 Budget

Approved by General Manager: February 7, 2003

Revision Approved by General Manager: February 20, 2003

Approved by General Manager: April 12, 2007 (*Replaces Fire Marshal*)

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