

## **EAST BAY REGIONAL PARK DISTRICT**

### **FIRE CHIEF**

#### **GENERAL FUNCTION:**

Under administrative direction, the Fire Chief is responsible for the overall management of the Fire Department including fire prevention, suppression, inspection, hazardous materials, emergency medical incidents and emergency services and lifeguard services; performs difficult and responsible administrative work in connection with carrying out District and departmental goals, objectives and priorities.

#### **ESSENTIAL FUNCTIONS:**

The essential functions of this position include, but are not limited to, the following:

Plans, organizes and directs all activities of the Fire Department; develops policies, rules and procedures for the effective operation of the department; establishes department goals, objectives and priorities; prepares and administers the department budget; provides administrative direction to activities relating to the effective utilization of personnel and care and maintenance of department facilities and equipment; directs the enforcement of state regulations, laws, codes and local ordinances relating to fire prevention, building/fire inspections and safety; manages the selection, development and discipline of personnel; directly supervises the officer responsible for departmental operations, and the manager responsible for aquatic/first-aid services; directs the proper planning and performance of fire prevention enforcement programs, resource management and habitat improvement through a program of prescribed burning, public relations programs, search and rescue activities, and training programs; manages the hazardous materials plan and the disaster preparedness plan; implements the incident command system; coordinates department activities with other District departments and outside agencies; prepares or directs preparation of proposals and reports concerning departmental activities; performs review and evaluation of fire-related design and environmental impact issues; and directs incident command for major emergencies.

#### **OTHER FUNCTIONS AND DUTIES:**

Other functions and duties related to this position will include: represents the District at a variety of meetings; serves as a liaison with other public agencies; speaks before public and professional groups; uses personal computer to perform word processing and spreadsheet functions; performs other duties as required.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university with major work in fire science/administration, business or public administration, or a closely related field, and

**Experience:** Five years of increasingly responsible supervisory experience in full time fire suppression and prevention, with three years in a command position.

**License** A valid California driver's license is required at all times.

**OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE**

DESIRABLE QUALIFICATIONS:

Certification: Chief Officer Certification from the California State Fire Marshall ' s Office.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of principles and practices of fire suppression/prevention with particular emphasis on wildland firefighting; pertinent state laws and regulations; coordination and use of fire equipment, including helicopters and fixed wing aircraft; administrative techniques, principles, practices and procedures particularly as applied to overall management of a fire department; supervision principles and practices. Skill to effectively formulate and administer sound departmental policy in the areas of general fire science, development-related issues, search and rescue, hazardous materials, emergency planning, incident command theory; supervise the management of major fires; exercise sound judgement, resourcefulness and leadership. Ability to communicate effectively, both orally and in writing; utilize personal computers and computer software including word processing, spread sheet and GIS software; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT:

The Fire Chief is required to work some weekends days and all major holidays during the fire season. The Fire Chief may be trained under Penal Code 832, the Peace Officer Training Program.

REPORTS TO: Assistant General Manager, Public Safety.

SUPERVISES: Fire command, Aquatic Manager and secretarial staff.