

# MONTEZUMA FIRE PROTECTION DISTRICT

## POSITION DESCRIPTION

*"Excellence in Service from Professionals"*

### FIRE CHIEF

#### Purpose of the Job:

Under direction of the District Board of Commissioners, the fire chief will administer, plan, direct and control all aspects of the fire district including administration, fire suppression, fire prevention and rescue activities of the district as authorized by the California Fire Protection District legislation. The fire chief will also administer applicable local, state, and federal fire regulations. Administrative duties comprise planning, directing, and controlling all fire district activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment. The fire chief consults with the District Board of Commissioners on issues of policy and planning, but works independently in supervising technical operations.

#### Duties and Responsibilities:

- Plan direct and supervise through subordinate officers the activities of the fire department as specified in the Montezuma Fire Protection District Policies and Procedures.
- Establish and implement Operational Procedures based on best practices and State and Federal regulations.
- Have training programs developed and implemented in accordance with accepted standards to improve the knowledge and skill of all staff in firefighting, rescue and emergency medical procedures.
- Ensure adequate electronic records are kept of all training and required apparatus and station maintenance.
- Ensure adequate electronic records are kept of all emergency responses.
- Prepare and submit an annual budget to assure expenditures remain within approved limits.
- Develop and revise a long-range capital plan to keep pace with development.
- Liaise with county and state planning and development departments on implications for firefighting as part of the development approval process.
- Ensure that all local government policies and processes are adhered to.
- Maintain an effective working relationship with all local government departments and carry out such additional duties as requested by the District Board of Commissioners.

- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Work with representatives of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Participate in Fire Chiefs' Association at the county level.

### **Recommended Qualifications:**

#### Education/ Experience

- Equivalent to graduation from high school supplemented by college level courses in fire science.
- Completed or enrolled in a recognized Chief Officer or Public Administration Training Program.
- A minimum of ten (10) years with a fire department or the equivalence.
- Progressive responsibility level within the fire service.
- Previous experience as a fire department officer.
- Previous management experience is an asset.

#### License

- Possession of an appropriate Department of Motor Vehicle operator's license issued by the State of California.

#### Knowledge:

- Knowledge of Fire District Operational Guidelines, policies, procedures and applicable State and Federal laws, codes, regulations, acts and standards.
- Knowledge of the NFPA 1001 and 1002 Firefighter Training Standard and OH&S regulations.
- Knowledge of NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the public by Volunteer Fire Departments.
- Knowledge of NFPA 1500 Standard on fire Department Occupational Safety and Health Program
- Knowledge and training in Incident Command System (ICS) through the ICS 400 level.
- Knowledge of the community and fire protection area.

#### Skills & Abilities:

- Ability to be an effective leader in a combination career and volunteer agency
- Ability to organize & delegate
- Ability to administer the disciplinary process in a combination career and volunteer agency.
- Ability to effectively administer the operations of a volunteer fire department
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Willingness and commitment to participate in training programs and workshops.