

**JACKSON FIRE DEPARTMENT  
FIRE CHIEF**

**SUMMARY DESCRIPTION:**

Under general direction of the City Manager, to plan, direct, supervise and coordinate the operations of the Fire Department in preventing and extinguishing fires, delivering emergency medical services, performing rescues, mitigating hazardous materials emergencies, and in protecting life and property: Performs difficult and responsible administrative work in connection with carrying out City and departmental goals, objectives and priorities; and performs other duties as required.

Description

- Directs all activities necessary to provide fire protection to the City
- Develops policies, rules, and procedures for the effective operation of the department
- Develops and implements recruitment programs to maintain the volunteer company
- Directs the departmental work program and fiscal budget
- Coordinates departmental activities with other City departments and outside agencies
- Establishes departmental goals, objectives, and priorities
- Provides direction for the 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
- Responds to emergency incidents to assume incident command
- Directs the preparation of equipment specifications and confers with representatives of equipment manufacturers regarding new equipment
- Oversees the development of, and participates in training
- Speaks before Council and other civic, business and educational groups
- Implements and administers the Injury Illness Prevention Plan
- Complies with fire apparatus safety regulations and retrofitting
- Uses personal computer to perform word processing, spreadsheet and other business functions.

**MINIMUM QUALIFICATIONS:**

Within 9 months from date of appointment, must establish and maintain a residence such that employee can respond to the City of Jackson within 30 minutes.

Education:

AS degree in fire science from an accredited college.

## Exhibit A

### Experience:

Ten years of increasingly responsible, paid, full-time experience, preferably in all major program areas including administration, suppression, training and prevention. At least three years of this experience shall be at the Chief Officer level.

### License and Certificates:

Posses and maintain all of the following:

California Class C driver's license

Emergency Medical Technician certificate valid in the State of California

### Desirable Qualifications:

Experience working with a combination paid/volunteer fire agency

Bachelor's Degree from an accredited college or university

CSFM Chief Officer or Fire Officer Certificate.

### Knowledge and Ability:

#### Knowledge of:

- Modern administrative techniques, principles, practices, and procedures, particularly as applied to the overall management of municipal fire department operations supervisory principles and practices
- Operating principles, practices and techniques of fire fighting, fire prevention and building code enforcement; applicable ordinances, building and fire codes, laws, and regulations; fire department rules and regulations
- Operation of, and applications for, personal computers
- Budget preparation and control
- Incident command systems
- Fire apparatus safety compliance regulations
- Effective training programs and techniques
- Local geography and firefighting resources

#### Ability to:

- Inspire confidence and win the support of citizens, employees, and other public officials
- Effectively formulate and administer sound departmental policy in the areas of general fire science, development-related issues, hazardous materials, emergency planning, incident command theory, building code enforcement
- Supervise the management of major fires
- Analyze fire and community problems and plan goals, objectives, policies and procedures which are achievable and measurable

## Exhibit A

- Establish and maintain effective public relations and assess community needs
- Plan, direct, and develop activities of subordinate personnel
- Exercise sound judgment, tact, resourcefulness, and leadership
- Analyze departmental administrative problems and suggest alternatives and solutions
- Properly interpret and make decisions in accordance with laws, regulations, ordinances and policies
- Communicate effectively, both orally and in writing
- Work well, under pressure, and meet deadlines.

### **PHYSICAL DEMANDS-WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical:

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual may be exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.