



CITY OF CALEXICO

CLASS TITLE: FIRE CHIEF

SALARY: \$8,860 - \$10,769

RANGE: G-66

BASIC FUNCTION:

Under the direction of the City Manager, plan, organize, control and direct the activities, personnel, resources and operations of the Calexico Fire Department including fire suppression, investigation and prevention, training programs, public education, hazardous materials and emergency medical treatment; coordinate and implement the City's Emergency Disaster Planning programs and related services; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the activities and personnel of the Calexico Fire Department, including fire suppression, investigation and prevention, training programs, public education and hazardous materials; establish and maintain Department time lines and priorities; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Formulate and develop long- and short-range plans, goals and objectives for the Department; assess progress and performance in achieving established goals.

Develop and implement departmental policies, rules, regulations and general orders designed to prevent and minimize the loss of life and property in emergency situations; coordinate and implement the City's Emergency Disaster Planning programs and related services.

Supervise and evaluate the performance of assigned staff; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; coordinate employee work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Plan and organize Fire Department operations and activities with respect to equipment, apparatus and personnel to assure maximum efficiency and effectiveness.

Respond to major emergency incidents and assume or delegate command; direct appropriate actions to protect life and property and control the spread of fire; serve on 24-hour on-call status as required.

Coordinate, direct and participate in the response to medical calls, fire alarms and other emergency situations; direct and participate in fire suppression and rescue activities; operate pumps, hoses,

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hydrants, compressors and a variety of hydraulic and electronic equipment; enter burning buildings to rescue inhabitants and access fires for suppression.

Direct the maintenance and repair of Fire Department equipment, apparatus and facilities; evaluate departmental requirements and approve appropriate purchases of supplies and equipment.

Plan, organize and direct training and educational activities in fire suppression, emergency medical aid, hazardous materials, use of equipment, special assignments and other matters to enhance departmental readiness and efficiency.

Organize and direct fire prevention inspections of commercial and residential buildings; investigate complaints from citizens regarding fire hazards; assure proper enforcement of fire prevention codes and ordinances; review community development plans to assure compliance with fire prevention codes and ordinances.

Attend, chair and participate in a variety of meetings, boards and committees; attend civic events and represent the Fire Department; provide information to civic groups regarding departmental functions and activities.

Prepare, analyze, review and supervise the preparation of comprehensive reports and records related to personnel, property and operations of the department; assure mandated reports are submitted to appropriate governmental agency in accordance with established time lines and requirements.

Communicate with the Council, City Manager, other City officials, community leaders and outside agencies to resolve problems, coordinate activities, exchange information and provide expertise.

Operate a variety of specialized equipment including hand and power tools; test hoses, hydrants and other apparatus and equipment to assure proper functioning; maintain and repair Fire Department equipment as needed; drive Fire Department vehicles as needed in emergency situations; utilize a computer and assigned software.

Assure adequate resources to meet City emergency medical, fire suppression and fire prevention needs; direct and participate in inventory activities; coordinate the purchase of materials and equipment as needed; prepare equipment specifications.

Formulate and prepare plans for continual improvement of the department in fire prevention, fire suppression and emergency medical services; recommend laws and ordinances.

Investigate fire scenes to determine cause and origin of fire as requested; assist with arson investigations; gather and document evidence.

Facilitate fire prevention by directing community educational activities and demonstrations.

OTHER DUTIES:

Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of fire department activities, personnel, resources and operations.
Principles of municipal fire department administration.
Development of long-range plans and objectives for a large organization.
Fire Department organization, policies, rules and regulations.
Municipal, State and federal laws, ordinances and codes related to fires and emergencies.
Principles and practices of modern firefighting, fire inspection and fire prevention and EMS services.
Practices and procedures of emergency disaster planning.
Budget preparation and management.
Maintenance, repair, purchase and operation of a variety of fire suppression equipment and apparatus.
Proper handling of hazardous materials.
Fire suppression strategies, tactics and procedures.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of administration, supervision and training.
Technical aspects of field of specialty.
City organization, operations, policies and objectives.

ABILITY TO:

Plan and organize diversified programs in fire department administration, public education, hazardous materials, training and fire prevention.
Formulate, develop and implement policies, plans and goals in a large emergency-response organization.
Manage and direct fire suppression and emergency services operations.
Coordinate and implement the City's Emergency Disaster Planning programs and related services.
Prepare and manage the Fire Department's budget.
Enforce federal, State and City Fire codes, laws and ordinances.
Respond to major emergency situations and assume or delegate command.
Direct the maintenance and repair of Fire Department property, equipment and apparatus.
Physically participate in fire suppression and emergency activities as needed.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Train, supervise and evaluate personnel.
Work courteously and tactfully with customers and employees.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in fire science, public administration or related field

and five years increasingly responsible fire supervisory, management or command experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license.
California State EMT certification.
Valid and appropriate State Fire Officer certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Adverse weather conditions.
Working around fumes and smoke.
Driving a vehicle to conduct work.
Evening or variable hours, and emergency call-out.

PHYSICAL DEMANDS:

Heavy lifting.
Bending, stooping, crawling, and pulling hoses to suppress fires and rescue victims.
Reaching overhead and above shoulders.
Carrying victims.
Standing and walking for extended periods of time.
Climbing ladders for rescue.
Dexterity of hands and fingers to utilize hand and power tools for medical and fire emergencies.
Seeing to fight fires, perform medical procedures and read a variety of materials.
Physical agility and stamina.

HAZARDS:

Smoke and fumes inhalation including toxic gases.
Working with people with unknown medical problems.
Working at heights.
Working in confined spaces.
Extreme weather conditions.
Exposure to contagious diseases, blood and bloodborne pathogens.
Working with hostile or abusive individuals.
Extreme heat.
Fire.
Various immediate dangers to life or health.
Falling objects.