
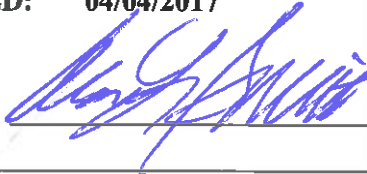



<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1701</b>	<b>SUBJECT: Fire Chief Job Description</b>
<b>DATE APPROVED: 04/04/2017</b>	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

**FIRE CHIEF**

Job Description

**REPORTS TO:** Board of Directors


**SUPERVISES:** Chief Officers and Administrative Staff

**BASIC FUNCTION:**

Under general direction of the Board of Directors; directs, leads, manages and oversees the activities and operations of the Scotts Valley Fire Protection District including fire prevention, suppression, investigation, inspection, emergency medical services and public education. The Fire Chief will coordinate all assignments and activities for all personnel as well as coordination with other City, County and State agencies.

**Major Duties:**

1. Responsible for the development and implementation of policy, goals, objectives, budgets and activities for the Scotts Valley Fire Protection District.
2. Actively participates with service clubs, civic groups, schools and other organizations and agencies in an effort to advance the overall public safety and health and welfare of the community as is appropriate.
3. Select, train, motivate and evaluate fire district personnel; provide for and coordinate training and work with employees to correct deficiencies; implement discipline and termination procedures as appropriate and necessary.
4. Exercise direct supervision over management, supervisory, professional, technical, paid call, volunteers, and clerical staff.
5. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting.
6. Identify opportunities for improvement; direct the implementation of changes, maintain an efficient and cost effective emergency response system.


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7. Represent the Scotts Valley Fire Protection District at meetings with elected officials and outside agencies; explain and interpret fire district programs, policies, activities, budgets and operations.
8. Negotiate on sensitive issues and issues involving but not limited to: budgeting, district direction, employee issues and resolutions, equipment, supplies, tools, operational methods and implementation.
9. Directs fire fighting efforts and other emergency operations as necessary.
10. Actively participates in professional associations and training activities to remain current on trends and best possible practices within the fire service.
11. Recommends program and service enhancements along with proper reporting of incident activity including monthly reporting on internal issues to the Board of Directors.
12. Develops long range planning for the future of the Scotts Valley Fire Protection District.
13. Maintains discipline and ethics.
14. Maintains records.
15. Performs contract negotiations with other agencies both private and public for cooperative and financial agreements.
16. Assumes command of all District operations as needed during emergency and non emergency events as appropriate.
17. Formulates and supervises the development and implementation of minimum standards, technical competency, training standards, safety compliance, inspections, fire prevention, education, emergency medical services and other regulations as required.
18. Participates in local, regional, state and national updates, seminars and conferences on fire, rescue, EMS, haz mat, finance and personnel services.
19. Directs maintenance, repair and general upkeep of all district assets and improvements.
20. Develops and enforces fire codes and ordinances within the scope of the Scotts Valley Fire Protection District. Interprets and applies laws, regulations, ordinances and codes for specific applicable situations.

**Minimum Qualifications: (\*must be met within 6 months)**

**The Board of Directors reserves the right to accept any combination of experience, training, and/or equivalences as qualifying.**

1. 10 or more years of full time continuous fire service employment.
2. Five or more years of active employment as a Chief Officer. (Fire Chief, Assistant Chief, Division Chief, Battalion Chief,).

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3. Certification by the California State Fire Marshal's Office as Chief Fire Officer or the predecessor, Chief Officer.
4. Must have a proven successful background and experience record within the fire service.
5. \*Reside with-in 15 minutes of Scotts Valley Fire Protection District.
6. \*Must possess and maintain a valid Class C California State driver's license.
7. Experience with the Incident Command System and as an Incident Commander

Desirable Qualifications:


1. Previous experience as a fire chief
2. National Fire Academy Executive Fire Officer (NFA EFO)
3. Fire Instructor/Master Instructor
4. College Degree in Fire Science, Public Administration or related field
5. Experience in a combination career/volunteer fire agency
6. Public Information Officer (PIO) experience
7. Experience with similar demographics as Scotts Valley
8. Any combination of experience and education that will lead to success

Minimum Knowledge of:

1. Regulations governing California fire districts: codes, suppression, tactics, hazardous materials, incident command, communications, instruction, program development, ethics, laws, education, certification and other regulations as required.
2. Structural and wild land firefighting tactics and strategies, incident command, fire prevention, education and training.
3. Proper implementation and maintenance of fire and EMS record keeping and safety.
4. Proper utilization, licensing, maintenance and other requirements for all fire and EMS related apparatus, equipment, tools, devices and facilities.
5. Principles and practices of program development, management and administration.
6. Skills and abilities required of subordinate personnel.
7. Federal, State and local regulations governing employment, safety, minimum standards, regulations and codes, particularly those specific to the fire service.
8. Principles and practices of both Basic and Advanced emergency medical procedures including transportation, evaluation, documentation and reporting.
9. Principles of supervision, evaluation, discipline, communication and documentation.
10. Principles of policy development, administration, budget development, analysis and projection.
11. Fire district finances, budgeting, property tax and related matters.

Ability to:

1. Work effectively in all areas of operations and administration.
2. Select, supervise, evaluate, train and command staff.

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3. Communicate, plan and deliver all aspects of fire suppression, incident planning and command, prevention methods, and professional organization.
4. Assume the role of Incident Commander at emergencies as necessary.
5. Work under pressure and maintain sound decision making ability in emergency and stressful situations.
6. Prepare, administer and oversee complex budgets.
7. Provide public presentations and speak before a variety of organizations including the media and the public.
8. Deliver clear and precise reporting of all district finances and operations.
9. Make technical and emergency decisions quickly and calmly under all conditions.
10. Explain firefighting practices, procedures, programs, laws and regulations to suppression staff, board members and the public.
11. Research, evaluate and analyze service delivery methods, procedures and techniques and present the best option(s).
12. Implement and evaluate a variety of different programs and projects regarding public service and fire protection.
13. Establish and maintain effective and professional working relationships with all personnel and persons with whom contact is made in the course of work including but not limited to: Public, City and County officials, State and Federal officials, community groups and organizations, regulatory safety and insurance agencies.
14. Communicate professionally both orally and in writing.
15. Respond to concerns raised and issues which arise pertaining to: personnel, public safety, education, finance, and safety.

**Skills:**

1. Computer literacy.
2. Reading, writing and interpretation skills.
3. Communications.
4. Effective reasoning.
5. Finance and budget concepts including cost control.
6. Management and organizational proficiencies.
7. Effective leadership.

**ADA WORKING CONDITIONS**

The following physical requirements and work environment is characteristic of those that the incumbent will encounter and must successfully meet to perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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1. **Physical requirements:** Work is performed in a combination of environments, including: office, vehicle, emergency and nonemergency field conditions. Field command will be necessary in suppression assignments. The incumbent may on occasion be called upon to perform strenuous activity associated with an emergency field response. May respond in turnout gear to major fire scenes and other emergencies.
2. **Mobility:** Frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting; walking on stable, unstable, sloped and wet surfaces; ascending and descending stairs and ladders.
3. **Lifting:** Frequently up to 10 pounds; occasionally up to 75 pounds. Rarely more than 75 pounds with the assistance and coordination of others. Requires the strength and stamina to perform fire suppression duties, including handling hoses and operating equipment.
4. **Vision:** Constant use of overall vision; ability to discern and distinguish NFPA designated color codes used construction.
5. **Frequent writing;** frequent grasping, holding, and reaching.
6. **Hearing/talking:** Frequent hearing and talking, in person, on the radio, and on the telephone.
7. **Motor Vehicle:** Operating a motor vehicle or firefighting apparatus. Incumbent drives on surface streets and may be exposed to traffic hazards, weather conditions, fire hazards, electrical currents and air contaminants. Incumbent occasionally drives 'off-road' and on rough unimproved roads.
8. **Emotional/Psychological:** Frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
9. **Environmental:** Frequent exposure to noise; regularly travel assigned vehicle to other locations or respond to emergency situations or incidents; exposed to heat, dust, noise, smoke, fumes, gases, oil, grease, wet and slippery surfaces, machinery with moving parts, moving objects and other vehicles while in the field; may work unusual and prolonged schedule during emergencies, seasonally caused circumstances or special projects; may be exposed to varying climates or hot or cold temperature conditions while in the field.