

Scotts Valley Fire Protection District	
POLICY: 1701 DATE APPROVED: 02/14/2024 BOARD PRESIDENT: 	SUBJECT: Fire Chief Job Description FIRE CHIEF: 

Policy 1701: Fire Chief Job Description

The attached job description is adopted as Policy 1701.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Job Title: Fire Chief **Date Approved:** February 14, 2024

Reports To: Fire District Board of Directors

Supervision: Administration
Battalion Chiefs
Community Risk Reduction

Status: Exempt

JOB SUMMARY:

Serves as the principal leader and administrator of the Fire District; plans, organizes, reviews, and provides administrative direction to Department activities and operations encompassing a wide range of fire service-related functions including fire prevention, fire suppression, emergency medical services, public information, emergency planning, training/fitness, and related administrative services; advises and makes recommendations to the Board of Directors regarding Department administration and operations; assures and enforces applicable federal, state, and local laws, ordinances, codes and District policies; serves as a member of the District's Strategic Management Team.

Within six-months of employment, the Fire Chief shall reside within 25-minutes (travel time) of the boundaries of the district as measured by the quickest safe route of travel.

CLASS CHARACTERISTICS

This is a single-incumbent executive management classification. The classification of Fire Chief is distinguished from other fire management classifications by its level and degree of responsibility and broad oversight of all Department functions. The incumbent in this classification has extensive contact with public officials, state/federal/local agencies, other public/private organizations, and the general public, and is responsible for the development and implementation of programs designed to provide quality services within the Department's service area.

Supervision Received and Exercised

Receives general direction from the Board of Directors. The Fire Chief works independently, exercises judgement and initiative, and carries out District Policies, receiving only general instruction or assistance. The position provides direct supervision to subordinate staff. May act as a project leader or provide supervision to assigned lower level workers in other areas on a case by case basis.

DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties



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does not exclude them from the position if the work is similar, related or a logical assignment to the position. Individuals in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

GENERAL DUTIES

- Work closely with the Board of Directors in setting and carrying out the District's vision, mission, and objectives for the Fire Department; including but not limited to, long-range strategic planning, financial management, and administration of policies, procedures, programs, goals, and objectives unique to the District.
- Participates as a member of the District's Strategic Management Team; provides assistance to the Board of Directors on fire and emergency medical services service-related matters; supports driving business strategy development by assessing risks, noting opportunities for expansion, setting overall goals and metrics, and proposing projects or systems to optimize performance and revenue to move the District forward.
- Direct and/or participate in the preparation of complex statistical and narrative reports, correspondence, and other documents, including those required by law; makes presentations to the Board of Directors as required; perform special projects as assigned.
- Represent the District to the public, elected officials, other agencies, jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in meetings and committees; improve District operations; manage contract negotiations and development projects; conduct community outreach; participate in major development projects; provides staff assistance to the Board of Directors; maintain constructive media relations; respond to sensitive citizen and media questions, feedback, and requests for information.
- Prepare strategic plans and annual work plans; develop and execute special projects impacting Department operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflows, methods, and work products in accordance with District and Department plans, budgets, and policies.
- Provide leadership that attracts, develops, and retains a diverse, highly competent, service-oriented workforce who support the vision, mission, objectives, and service expectations of the District.
- Promote and create an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensures that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
- Administers, directs, and participates in the development and administration of the Department annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approves expenditures; direct and implement adjustments as necessary; evaluate new revenue generating and cost saving initiatives.



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LOCAL GOVERNMENT POLICIES/PRACTICES

- Monitor changes in state and federal laws, regulations, and technology that may affect District operations; implement policy and procedural changes as required.
- Participate, support and assist in the negotiation of contracts and agreements, including service contracts and collective bargaining efforts.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on District's programs; ensure compliance.
- Oversee contractual agreements for the District and evaluates contract renewals and changes; inspect and evaluate the work of the district contractors.

SERVICE DELIVERY

- Conducts and/or participates in working meetings with a wide variety of individuals; utilizes leadership, management, and interpersonal skills in reaching decisions, formulating recommendations, and the negotiation/resolution of sensitive, significant, controversial, and often competing issues.
- Coordinates with State and local fire districts and other agencies for developing mutual assistance programs.
- May personally represent the District to the legislature, special interest groups and appropriate officers of the local, state, and federal governments as well as the general public; may serve as primary District spokesperson with the news media;
- Implements and/or ensures the District emergency operations are conducted with the use of all contemporary and accepted methods which effectively utilize the emergency response resources.
- Directs fire and emergency medical operations; retaining overall responsibility for fire ground operations and suppression when needed; responsible for ensuring highest level of patient care; enforces codes and laws pertaining to fire control and hazards.
- Responds to significant greater alarm fires and may assume any position of command or relieve any officer of command for re-assignment; may be required to make emergency operational decisions under conditions of extreme physical and/or mental stress.

SUPERVISION AND MANAGEMENT

- Supervises personnel including training, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, recruiting and recommending or approving the



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hire of new employees, or promotions/salary increases; enacting discipline when appropriate; promotes opportunities for career training for all personnel; instructs staff in policies and procedures and directs supervisory staff in training activity by means of staff meetings, conferences and individual direction;

- Directs and supports the Department management team; represents Department interests and operations at regular meetings to ensure efficient and cost-effective operations of the Department;
- Ensure that all personnel are informed of District policies and works through subordinate managers to ensure adherence to policies.

COMMUNITY ENGAGEMENT

- Coordinate activities with District Official, City officials, City departments, outside agencies and community-based organizations as appropriate; participates on committees and boards and in community activities; attends meetings, conferences, and workshops as appropriate;
- Act as a community liaison and represents the Department; gives reports at community and other public meetings.
- Serves as a liaison to other fire agencies, elected officials, divisions, clients, local residents, community groups, school districts, and private businesses; attends meetings, as necessary; negotiates and resolves significant and controversial issues.
- Responds to citizen complaints which have not been resolved at a lower level within the District.

TYPICAL QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. The education or experience requirements may be modified or waived at the sole discretion of the General Manager. At least one of the education or experience requirements must be met; however, both requirements cannot be modified or waived. The Cosumnes Community Services District Board of Directors shall be notified of any such modifications or waivers. A typical way to obtain the knowledge, skills and abilities:

Education and Training:

- A Bachelor's Degree from an accredited college with major course work in an applicable field is required.
- A Master's degree in an applicable field is preferred.
- Certification as a California State Chief Officer Certification is required; Chief Fire Officer designation from the Center for Public Safety Excellence (CPSE) is acceptable.
- Work, life, or other experience may be substituted for education and certification requirements at the discretion of the hiring authority.



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Experience:

Ten (10) years of increasingly responsible fire and emergency medical services management experience including administrative/management experience that includes responsibility for staff supervision, budgeting, planning; a minimum of five (5) years of experience at the Chief Officer level.

Special Requirements:

- Must possess and maintain throughout employment a valid California class "C" driver's license with a driving record sufficient to be insurable through the District.
- Successfully completion of a department approved physical fitness for duty exam. Fitness for duty exam may be required when appropriate.
- Successfully pass a standard safety position background investigation.
- Subject to being called back when off duty.

Knowledge of:

- Principles and practices of strategic leadership in public administration related to the mission and purpose of the fire and emergency medical services industries.
- Current research and development in the fields of fire suppression, fire administration, fire prevention, emergency medical services and strategic planning;
- Principles and modern methods of fire administration including organization, negotiation, fiscal management, program planning, implementation and administration;
- Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them in governing the activities of a fire district serving a suburban and rural and wild land area;
- Familiarity with the operational capabilities and maintenance of various types of apparatus and equipment used in modern fire suppression, and communication and information systems related to fire and emergency response services;
- Current methods, techniques, principles, and procedures used in good internal and external customer service;
- Computer database programs, desktop publishing and word processing in currently used programs such as Microsoft Outlook, Word, and Excel.
- Modern methods and techniques of emergency preparedness and Incident Command System (ICS);
- Principles of employee supervision including training, performance evaluations, coaching, employee counseling and progressive discipline.



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Ability to:

- Balance the business needs of multiple customers and fulfillment of those needs with consideration of broader organizational, business, legal and community issues and requirements.
- Manage, plan, assign, review and assess the work of a diverse staff in the accomplishment of multiple projects.
- Collaborate with diverse community members; facilitate inclusive participation in programs and activities; communicate cross-culturally.
- Manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex District services.
- Manage functions and operations, including personnel management and budget administration, and apply program practices to diverse and complex District services.
- Establish and maintain effective working relationships with those contacted in the course of work, including other governmental agencies, non-profits, labor partners, colleagues, media, and the public; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
- Communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
- Interpret, analyze and advise District staff on industry-related laws, rules, regulations, ordinances, and policies.
- Comprehend, prepare and direct development of reports and forms such as accident and incident reports, inventory lists, budget documents, correspondence, attendance records, basic technical medical reports, news releases, e-mail, policy manuals, procedure manuals, and calendars.
- Identify and determine the nature of potential safety hazards and correct or institute corrective courses of action.
- Perform complex tasks during life threatening emergencies.
- Use independent judgment in frequently non-routine situations involving some period financial risk in decision making and occasional major risk of injury or death to self, staff or public;
- Create common understanding on issues through education with relevant/factual information
- Present complex technical and operational issues simply and logically to the Board of Directors and Executive Leadership Team, policy makers, and community.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- **Mobility:** Frequent work in offices and buildings; occasional moderate to severe amount of physical effort to climb ladders, stooping, bending, squatting, working in high places and in closely confined places; occasional pushing, pulling or lifting up to fifty (50) pounds;



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- **Vision/Talking/Hearing:** Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigned duties and maintain personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces;
- **Emotional/Psychological:** Constant concentration and decision making; frequent ability to exercise sound judgment under stress; public contact; frequent to moderate working alone; Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- **Driving:** Ability to use fine and gross motor coordination for driving;
- **Potential Exposures:** Occasional work outside in all weather conditions under hazardous conditions and in closely confined areas; exposure to carcinogenic dust or toxic substances, either to inhalation or skin contact; frequently faces exposure to infectious agents, such as Hepatitis B or HIV;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the work place, or to the public they serve.

Typical Working Conditions

Incumbents are typically assigned work both in an indoor and outdoor environment which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces. Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may include exposure as outlined above. Work will include traveling from site to site in a vehicle.

SUPPLEMENTAL INFORMATION

EMPLOYMENT TYPE

Full-time, Exempt