

FIRE CHIEF JOB DESCRIPTION

Classification Responsibilities:

The Fire Chief provides administrative direction and leadership for all Fire District functions, operations, and personnel through the supervision of staff and a review of their activities.

Responsibilities include:

- Reviewing the general operation of SSFD to determine efficiency.
- Providing direction on major projects or problem areas.
- Planning for the future.
- Developing and implementing policies and procedures.
- Provides policy guidance.
- In addition, the Fire Chief is responsible, through study and consultation with the district board, for developing recommendations for the protection of life and property in the fire district.

Distinguishing Features:

The Fire Chief is appointed by the Fire District Governing Board. This employee receives general supervision from the fire board, who reviews work on the basis of overall results achieved. The Fire Chief will make decisions on issues relating to policy and planning, and works independently in supervising the overall technical operations. The Fire Chief is eligible to participate in all benefits available under the Benefits Plan. This class is FLSA exempt executive.

QUALIFICATIONS

Minimum Qualification(s) Required:

- Ten plus years of progressively responsible administrative and supervisory experience in fire and life safety education, prevention, and emergency response work as a Captain or higher rank.
- Associates Degree in Fire Science or ability to obtain within one year of hire, Associates Degree in Fire Science.
- EMT Certification.
- Must possess a valid Arizona Driver's License.

ESSENTIAL FUNCTIONS

Communication:

- Establishes and maintains effective working relationships with staff, District officials, community organizations, other fire departments and districts, other agencies, County departments, and the general public.
- Makes effective verbal and written presentations.
- Speaks before public groups on the plans, programs, and goals of SSFD.
- Advises the Fire Board of Fire District progress.
- Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining District policies, and handling complaints.

Mental:

- Attends various meetings and represents the Fire Department and/or section.
- Plans, organizes, and directs a progressive public fire District with several functional areas.
- Organizes and directs the activities of staff engaged in providing fire and other life safety services.
- Plans, directs, and controls District activities such as:
 - Recruitment of personnel.
 - Purchase of equipment.
 - Assignment of personnel and equipment.
 - Accreditation requirements.
 - Budgeting and control of expenditures.
- Coordinates SSFD activities.
- Plans, organizes, coordinates, prepares, administers, and monitors SSFD's budget. Analyzes and resolves operational and procedural problems.
- Resolves complex problems involving diverse functional areas.
- Analyzes information, statistics, and reports on SSFD activities.
- Develops plans designed to maintain SSFD efficiency and responsiveness.
- Analyzes fire service needs, as well as the availability of resources, existing programs, and other related factors in developing department programs to meet those needs.
- Provides direction on major projects or problem areas.

- Develops and implements policies and procedures applicable to all functions of SSFD, and provides policy guidance and leadership.
- Operates fire vehicles (i.e., automobiles, fire apparatus, and heavy construction equipment), requiring a standard Arizona Driver's License to perform normal and emergency level firefighting duties.

Knowledge and Abilities:

Knowledge of:

- Theories, principles, and practices of effective public administration, with special reference to SSFD policies, personnel, and budget administration.
- Uses modern management techniques, supervisory practices, and evaluation methods
- Governmental organization and management.
- The principles and practices of effective administration with particular attention to short- and long-range strategic planning.
- The principles and methods of budget preparation and monitoring.
- The activities, objectives, and ideals of fire and life safety services and operations.
- The facilities, equipment, and personnel needed to provide fire and life safety services and operations.
- The methods, equipment, and materials used in providing fire and life safety services; and progressive approaches to employee relations programs.

Ability to:

- Plan, organize, lead, and direct a progressive public agency with several functional areas.
- Organize and direct the activities of staff engaged in providing optimum services.
- Plan, prepare, and administer an annual SSFD budget.
- Effectively analyze and resolve operational and procedural problems.
- Develop formal agreements and contracts with other agencies and communities.
- Make effective oral and written presentations.
- Establish and maintain effective working relationships with staff, City officials, community organizations, other agencies and County departments, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change as deemed necessary.