

CITY OF MILPITAS
Effective:
Revised: 2/05
EEOC: Admin
FLSA: Exempt
Unit: Management
Physical: 1

FIRE CHIEF

DEFINITION

To plan, organize, direct, and coordinate the activities of fire emergency response, fire prevention regulation and education, hazardous materials regulation and response, and supportive services; to provide highly responsible and technical staff assistance to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS

This is a management position responsible for administration of the Fire Department's operations. The incumbent works under the direction of the City Manager and exercises supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of policies, goals, objectives, and priorities.
- Plan, direct, coordinate, organize, and supervise the departmental operations of fire emergency response (including fire suppression; engine-based Advanced Life Support (ALS)/Basic Life Support (BLS) emergency medical services; rescue systems; confined space; hazardous materials; and mutual-aid), fire prevention (including life safety and hazardous materials inspection and permitting; fire protection engineering and plan check review; and public education), Office of Emergency Services (including readiness of the Emergency Operations Center; disaster preparedness training for City staff and Community members; disaster plan review and revisions; and oversight of grant management and requisite State and Federal preparedness and response documentation), and other related activities.
- Coordinate and direct the provision of departmental support services (including clerical, technical and records management systems; apparatus, station/facility and equipment maintenance programs; and mandated, in-service and specialized training requirements), maintain departmental efficiency and effectiveness.

- *Direct research of alternative approaches to fire protection.*
- *Formulate departmental rules, procedures, and policies and see that they are enforced.*
- *Respond to major fire alarms and personally direct fire suppression activities as necessary.*
- *Direct and participate in the preparation of a variety of technical and departmental activity reports and records.*
- *Direct and participate in the preparation and administration of the departmental annual budget.*
- *Respond to the most difficult complaints and requests for information.*
- *Direct preparation of fire protection plan.*
- *Recommend new ordinances related to fire protection and hazardous materials.*
- *Attend conferences to exchange information on fire protection and hazardous materials.*
- *Represent the City in relationships with the public, community groups, professional organizations and outside agencies.*
- *Coordinate Fire Department activities with other City departments and divisions and other government agencies.*
- *Select, supervise, train, and evaluate staff.*
- *Perform related duties as assigned.*

QUALIFICATIONS

Knowledge of:

- *Principles, practices, methods, and techniques of modern fire prevention and suppression activities.*
- *Operation, maintenance, and uses of firefighting apparatus and equipment.*
- *Principles and practices of modern municipal fire departmental administration and personnel training.*
- *Principles and practices of organization, administration, budgeting, and personnel management.*

- Applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, and suppression.

Ability to:

- Plan, direct, and organize fire prevention, suppression and support activities.
- Establish and maintain positive and effective working relationships with the City Council, City Staff, the public, other governmental agencies, and the media.
- Communicate effectively, both orally and in writing.
- Select, supervise, train, and evaluate subordinates.
- Formulate and administer sound departmental policy.
- Use office/business software.

EXPERIENCE AND EDUCATION:

Experience:

Twelve years of broad experience in all phases of municipal fire suppression and prevention work including five years in a responsible management capacity.

Education:

Bachelor's degree from an accredited college with major course work in fire science, public or business administration, management or related fields.

License or Certificate

Possess and maintain an appropriate, valid California Driver's License.

California State Chief Officer Certification, California State Fire Chief Certification, or National Fire Academy Executive Fire Officer Certification are desirable.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas; exposure to outdoor elements; extensive use of the telephone and radio; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; ability to work safely in a hazardous zone; exposure to hazardous chemicals and products.

CITY OF MILPITAS
Fire Chief

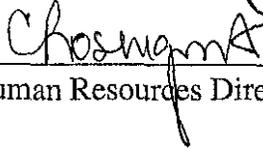
Approved:



City Manager

3/17/05

Date



Human Resources Director