

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description – Fire Chief

POLICY NUMBER: 2370 (Revised)

2370.10 Description. Reporting to the District General manager, the Fire Chief is a volunteer, part-time, non-benefited position. The Fire Chief is responsible for the integrity and effectiveness of the Plumas Eureka Volunteer Fire Department, a department of the Plumas Eureka Community Services District. The Fire chief ensures that the Volunteer Fire Department can reliably respond and mitigate structural and wildland fires, medical emergencies, hazardous materials spills, and other emergencies and assist in emergency operations through mutual aid arrangements.

2370.11 Duties. Duties include providing leadership to the Department and to the community; inspiring interest and commitment to the Department and its goals; retaining and recruiting volunteers; planning, organizing, directing and reviewing the activities and operations; ensuring that all emergency operations are consistent with the Incident Command System (ICS) and the California Standardized Emergency Management System (SEMS); ensuring the volunteers are adequately trained, licensed, and credentialed, participating in developing an annual budget, identifying needed supplies and equipment; recommending and implementing policies and procedures; coordinating with Plumas County Office of Emergency Services and other local, state, and federal emergency agencies; reporting the District Board of Directors; coordinating with other community volunteer organizations; participating on the Firewise Community Committee; ensuring that the District maintains required records and reports;

2370.12 Knowledge. The Chief must have knowledge of the following: Principals and methods of public administration, particularly in the areas of fire protection, fire suppression, fire prevention and emergency medical services; operation, maintenance and uses of firefighting apparatus and equipment; principles and practices of leadership, motivation, team building and conflict resolution; principles and techniques of budget development and administration; applicable laws, rules, regulations, ordinances, and codes pertaining to public government administration, fire prevention, and suppression.

2370.14 Abilities. The Chief must have the abilities to do the following: Plan, prioritize, assign and direct work of Fire Department personnel; develop, administer, and enforce District and Departmental policies and procedures; participate in the development of the Department budget; ensure that emergency calls are appropriately supervised and managed; interpret and make decisions in accordance with existing Federal, State, County, and District law, regulation, policy, or procedure; implement changes in Fire Department operations, to comply with any changes in all Federal, State, County, and District law, regulation, policy, or procedure within the resources available to the Department; meet the physical requirements necessary to safely and effectively perform assigned duties; communicate clearly and concisely, both orally and in writing; select, supervise, train, and evaluate Fire Department personnel; establish and maintain cooperative working relationships with the General Manager, volunteers, District Board members and staff, and others contacted in the course of work.

2370.15 Required Qualifications:

The Chief must have sufficient formal or informal education to assure the ability to read and write at a level required for successful job performance. He/she shall possess the skills necessary to efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication.

- Five years as a manager in the public or private sector
- An associate degree or higher from an accredited college or university
- Possession of a valid Class C State California Driver's License

2370.16 Desired Qualifications:

It is desirable that the Chief possess and maintain any or all of the following licenses and certificates:

- Possession of a valid California Class B or Firefighter Endorsed driver's license;
- Current EMT-1 or higher certification;
- Certification as a HAZMAT First Responder Operational (FRO);
- California Firefighter I & II;
- Certifications in the following: ICS-100, ICS-200, ICS-300, ICS-400, ICS-700 and ICS-800

Additionally, it is desirable that the Chief have any combination of experience, education and training that includes:

- Five years of command experience involving supervisory and administrative work in an organized fire department;
- Equivalent to an AA Degree or higher from an accredited college or university with major course work in the fire science, public administration, or closely related field.