

PLUMAS EUREKA COMMUNITY SERVICES DISTRICT

Policy Handbook

POLICY TITLE: Job Description – Fire Chief

POLICY NUMBER: 2370

2370.10 Description. This is a volunteer, part time, non benefited position. The duties and responsibilities are to plan, organize, direct and review the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire and safety code compliance, fire prevention, emergency medical services, rescue operations, training, and administrative services; to provide leadership to the Department; to coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

2370.11 Position reports directly to the District General Manager and provides direct supervision over volunteer firefighters.

2370.12 Duties may include, but are not limited to the following:

- Develop, plan, and implement Departmental goals and objectives; recommend and administer policies and procedures; Establish and maintain volunteer recruitment and retention programs;
- Coordinate Department activities with those of other departments and outside agencies and organizations;
- Prepare and present reports to the General Manager;
- Monitor and participate in the development of the Department’s budget;
- Prepare technical reports and maintain Departmental records and reports;
- Attend District Board meetings, professional meetings, conferences, and workshops when available;
- Supervise safety and emergency preparedness activities;
- Direct the selection, supervision and work evaluation of department personnel;
- Provide staff development and training programs;
- Build and maintain positive working relationships with District staff and the general public;
- Respond to all emergency calls and act as Incident Commander to all incidents within the District when available.

2370.13 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, inspection, and suppression.

POLICY TITLE: Job Description – Fire Chief
POLICY NUMBER: 2370 (continued)

2370.14 He/she will have the ability to:

- 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;
- Plan, direct and organize fire prevention, suppression and support activities;
- Properly interpret and make decisions in accordance with existing Federal, State, County, and District law, regulation, policy, or procedure;
- Properly interpret and implement any new Federal, State, County, or District law, regulation, policy, or procedure.
- As required, implement changes in Fire Department operations, to comply with any changes in all Federal, State, County, and District law, regulation, policy, or procedure.
- 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 those contacted in the course of work.

2370.15 Required Qualifications:

He/she 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. He/she shall possess and maintain 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

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- 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.