



CITY OF ALBANY FIRE CHIEF

Under general administrative direction, plans, directs, manages and oversees the activities and operations of the Fire Department, including fire prevention and suppression, emergency medical services, hazardous materials incidents, rescues, inspection programs and administration; provides highly responsible and technical staff assistance to the City Manager, City Council and operating departments, and fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises general direction and supervision over management and sworn and non-sworn staff through subordinate levels of supervision.

Class Characteristics

This is a department head classification that oversees, directs, and participates in all activities of the Fire Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for all Fire Department programs, services, and activities, including fire prevention and suppression, emergency medical services, hazardous materials incidents, rescues, inspection programs and administration.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, work standards, and priorities for the department; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
- Prepares and recommends long-range plans for fire service programs; develops specific proposals for action on current and future City needs; manages various program's performance, billing, and collections.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies;

directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; provides data necessary for the City's cost allocation plan.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Plans, organizes, and directs department training and educational activities in fire prevention and suppression, emergency medical services, use of equipment, hazardous materials, rescue, inspection, and other matters to enhance departmental readiness and efficiency.
- Coordinates department activities with those of other City departments, outside agencies and organizations; represents the City in relationships with the public, community groups, and professional organizations.
- Attends and participates in a variety of meetings and civic events; prepares and delivers oral presentations to civic groups regarding departmental functions and activities; promotes or directs community educational activities and demonstrations, including disaster preparedness.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; makes interpretations of City regulations, ordinances, codes, and applicable laws to ensure compliance and consistency of application; negotiates and resolves sensitive and controversial issues.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; stays abreast of new developments in fire prevention and suppression, emergency medical services, hazardous materials, rescue, inspection, and training programs.
- Responds to major emergency incidents and assumes or delegates command; directs appropriate actions to protect life and property; directs and coordinates major investigations.
- Directs the maintenance and repair of department equipment, apparatus, and facilities; supervises the requisition and operation of a variety of equipment and apparatus.
- Develops and directs department policies and practices pursuant to City policy to minimize the use of scarce natural resources, minimize toxic materials, promote healthy behaviors and activities, and minimize carbon emissions.
- Prepares and maintains a variety of narrative and statistical reports, records, and files related to personnel, incidents and operations of the department; prepares and submits periodic reports to the City Manager and City Council regarding department activities; prepares and presents staff reports and other necessary correspondence.
- Responds to requests for information from the public, other agencies, employees, employee associations, and other City departments.
- Oversees the City's Emergency Operations Plan and serves as the Assistant Director of Emergency Services.
- Serves as the City's Fire Marshal.
- Performs related duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Principles, practices, and procedures of municipal fire administration, including prevention, suppression, investigation, damage control and code enforcement.

- Principles, practices, techniques, and equipment used in medical, chemical and hazardous materials, rescue and a variety of other emergency responses.
- Principles of incident command including the Standard Emergency Management System (SEMS).
- Operational characteristics and maintenance of various department apparatus and equipment.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational and regulatory organizations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Building construction, hazards, risks and profile of the City relating to emergency activities.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence and presentations.
- Oral and written communication skills.
- English usage, spelling, grammar, vocabulary, and punctuation.
- Effective interpersonal skills using tact, patience and courtesy.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Provide administrative and professional leadership and direction for the operations, services, and activities of a municipal fire department.
- Plan, organize, administer, coordinate, review and evaluate comprehensive fire prevention, suppression, investigation, and medical and emergency services programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Administer programs and the work of staff directly and through a subordinate level of supervision; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Coordinate departmental activities with those of other City departments and with neighboring fire services.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Make effective public presentations.
- Identify and respond to community and City Council issues, concerns and needs.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Participate in fire suppression and emergency activities as needed.
- Direct the maintenance and repair of department equipment, apparatus, and vehicles.
- Organize and direct fire prevention inspections of commercial and residential buildings.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Participate in local, state, and federal emergency response programs.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

A Bachelor's degree from an accredited college or university with major course work in fire science, fire administration, public administration, business administration, or a related field, supplemented by broad and extensive course work in fire science, suppression, prevention and administration, and five years of increasingly responsible supervisory, management and/or command experience in a Fire Department.

Licenses and Certifications

Valid California Driver's License.

Possession of a California Chief Officer certificate issued by the California State Fire Marshal's Office.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites and facilities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Positions require the ability to walk, stand, or sit for prolonged periods of time; ability to climb stairs and exercise above average physical agility; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; endurance to sustain extra physical effort for a substantial period of time; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; endurance to maintain awareness for a substantial period of time during emergency situations; ability to perform emergency service duties while wearing breath apparatus.

Environmental Elements

Employees work in an office or fire station environment and occasionally at scenes of fires and emergency incidents; driving to different locations throughout the City. Employee's work may be performed in a variety of temperatures and weather conditions; may have unusual exposure to high temperatures and heat; may have exposure to constant moisture; may have unusual exposure to hazardous materials or other chemicals; above average exposure to life threatening situations; work for considerable periods of time under adverse conditions. Noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergency calls and when working at a fire or other emergency incident. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.