

CITY OF REDWOOD CITY FIRE CHIEF

DEFINITION

To plan, organize, manage, and review the activities of fire suppression, prevention, and supportive services; and to provide highly responsible and technical staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of the Administrative Battalion Chief/Fire Marshal, Battalion Chiefs, non-sworn professional personnel, and clerical personnel.

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

Plan, develop, and implement policies, goals, objectives, and priorities for the fire service.

Plan, direct, coordinate, and organize the departmental operations of fire suppression, prevention, and fire safety activities.

Direct the provision of departmental support services of station, hydrant, and equipment maintenance, in-service training, and fire inspection maintaining departmental efficiency and effectiveness.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Select, supervise, train, and evaluate staff.

Prepare a variety of technical and departmental activities reports and records.

Supervise the preparation and administration of the departmental annual budget.

Respond to the most difficult complaints and requests for information.

Represent the City to the public, community groups, professional organizations, other City departments and divisions, and outside agencies.

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Coordinate Fire Department activities with other City departments and divisions, and with outside agencies.

Maintain departmental awareness of state-of-the-art developments in fire suppression and prevention.

Supervise affirmative action, safety and emergency preparedness activities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of modern municipal fire department administration and personnel training.

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 organization, administration, budgeting, personnel management and labor relations.

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 cooperative working relationships with others.

Communicate clearly and concisely, orally and in writing.

Formulate and administer sound departmental policy.

Meet appropriate physical demands necessary for adequate job performance.

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Experience and Education:

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

Experience:

Four years of responsible supervisory and administrative experience at the level of a Fire Battalion Chief or above.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, public administration, or a closely related field. A Master's degree is desirable.

License or Certificates:

Possession of a valid California Driver's License.

Effective Date: November, 1984

Bargaining Group: Executive Management