

2170

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

09/21/11

Revised

TITLE: FIRE CHIEF (NON-CLASSIFIED)

DEFINITION

Under executive direction, to plan, organize, and direct the activities of the City's Fire Department including fire suppression, prevention, and supportive services; to provide highly responsible and technical staff assistance to the City Manager and City Council; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the executive level classification in the Fire Management series. The incumbent is expected to assume overall responsibility for all facets of municipal Fire Department programs and activities, including providing leadership in establishing general direction, goals, and priorities. The incumbent works under direction and exercises independent judgment in the performance of a variety of professional, complex, and difficult duties. Positions that are designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: City Manager and/or Assistant City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager and/or Assistant City Manager. Exercises general direction over professional, para-professional, technical, protective service, and clerical staff.

EXAMPLES OF DUTIES

- Plan, develop, and implement policies, goals, objectives, and priorities.
- Plan, direct, coordinate, organize, and supervise the departmental operations of fire suppression and prevention activities.
- Coordinate and direct the provision of departmental support services of alarm 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.
- Direct and personally conduct major fire investigations.
- Direct and coordinate fire inspection activities and manage the enforcement of fire prevention ordinances and state laws.
- Prepare a variety of technical and departmental activities reports and records.
- Prepare and administer the departmental annual budget.
- Respond to the most difficult complaints and requests for information.
- Represent the city in relationships with the public, community groups, professional organizations, other city departments and divisions, and outside agencies.
- Coordinate Fire Department activities with other city departments and divisions, and with outside agencies.
- Select, supervise, train and evaluate staff.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of modern fire prevention suppression activities.
- Operation, maintenance, and uses of firefighting apparatus and equipment.
- Principles and practices of modern municipal fire department administration and personnel training.
- 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 those contacted in the course of work.
- Communicate clearly and concisely, orally, and in writing.
- Supervise, train, and evaluate subordinates.
- Formulate and administer sound departmental policy.

Education and Experience:

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:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in fire science, public administration or a closely related field.

Experience: Five years' increasingly responsible supervisory and administrative experience at the level of Fire Battalion Chief or above.

MEDICAL CATEGORY: Group 3

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Fire Chief

TO: Assistant City Manager