

City of South San Francisco  
Human Resources Department

**Fire Chief**  
Class Description

**Definition**

Under administrative direction, plans, organizes, directs and coordinates the activities of fire suppression, prevention, paramedic and supports services of the department; provides highly responsible and technical staff assistance to the City Manager and City Council; and performs related work as required.

**Distinguishing Characteristics**

This single position executive-level department head safety classification is distinguished from other management positions in the department as it has responsibility for directing departmental activities requiring the exercising of leadership to manage the overall departmental operation. The incumbent exercises wide latitude of independent judgment and discretion.

**Typical and Important Duties**

1. Manages and oversees departmental operations; plans, organizes, directs and coordinates the activities of staff, apparatus, and equipment engaged in preventing and extinguishing fires, in saving lives and property, and in the enforcement of fire ordinances and City codes.
2. Plans and directs a comprehensive program, of fire prevention and a comprehensive paramedic and emergency medical assistance program.
3. Formulates departmental rules, procedures, and policies and sees that they are carried out.
4. Provides general supervision over the activities of department staff; recommends rejection during probationary periods, reports performance, and other departmental employee actions.
5. Supervises the department training program, including drills on all phases of fire-related work.
6. Selects, supervises, trains, and evaluates staff.
7. Organizes and coordinates departmental activities with other City departments and outside agencies to ensure departmental and City goals are achieved.
8. Confers with agents of the governmental jurisdictions, the Office of the State Fire Marshal, prevention bureaus, and the insurance service office.
9. Formulates an annual budget, estimates and controls budget expenditures, recommends purchase of equipment and supplies.
10. Meets the public and deals with various officials and citizens in furthering the public relations of the department; oversees emergency preparedness efforts.
11. Performs related duties and responsibilities as assigned.

## Job-related Qualifications

### Knowledge of:

- Modern administrative and management principles, procedures, and techniques, particularly as applied to the overall management of all phases fire suppressions, prevention, emergency medical care, and code enforcement.
- Modern principles, practices, and techniques of administration, organization, and operation.
- Advanced methods and techniques of firefighting, fire apparatus, and fire equipment.
- Modern principles, practices, and techniques of emergency medical care.
- Modern principles, practices, and techniques of fire inspection and prevention.
- Types of building construction.
- Major fire hazards, water supply, and characteristics of geography of the South San Francisco.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Budget preparation and administration.
- Applicable federal, state, county, and City codes related to fire suppression, prevention, planning or administration.
- Report preparation and record keeping techniques.

### Ability to:

- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think imaginatively and creatively.
- Respond to tight schedules and pressures.
- Maintain effective working relationships with policy makers, administrative staff, subordinates, and general public.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish objectives and maintain accountability.
- Interpret and make decisions in accordance with pertinent laws, rules, regulations, and policies.
- Understand quality site planning and architectural design and their practical application to current developments.
- Actively manage the department's staff so that a strong orientation toward public service, teamwork, the development of high quality products, and the achievement of desired results is maintained.
- Prepare clear, effective, and accurate staff reports, studies, research, correspondence, policies, procedures, and other written materials.
- Represent the department and the City effectively in meetings with other departments, agencies, and groups.

- Make effective public presentations.
- Plan and direct the work of others; train others in work procedures.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues; promote and demonstrate a high level of customer service.
- Make process improvement changes to streamline procedures.
- Organize own work as well as the work of others, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Plan, distribute, direct, coordinate, review, train, and evaluate the work of the department.
- Represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public, occasionally in situations where relations may be difficult or strained.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.
- Establish and administer sound departmental policy.

Skill in:

- Using a personal computer and related software.

### **Experience and Training**

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

Experience:

Five years of progressively more responsible command experience in a capacity equivalent to Battalion Chief in the South San Francisco Fire Department.

Training:

A bachelor's degree from an accredited college or university with major coursework in fire science, business or public administration, or a related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

**Physical Skills:**

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; lift and carry 100 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

**Work Environment:**

Mobility to work in a typical office setting or field environment with exposure to cold, heat, noise, outdoors, vibration, confining spaces, dust, chemicals, explosive materials, mechanical hazards, and electrical hazards.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work on-call and stand-by; work protracted and irregular hours.

**Additional Information:**

- Approved: July 1991
- Revised Date: July 1997, September 2002, June 2003
- Former Titles:
- Abolished:
- Bargaining Unit: Executive
- DOT: No
- Status: Unclassified/exempt
- Job Code: N150