

## Menlo Park Fire Protection District

### **FIRE CHIEF**

(Safety, full-time, exempt, management, benefited position)  
Class Description

#### **Definition**

Under the direction of the Board of Directors, the Fire Chief provides leadership and oversees the general management of the District. The Fire Chief acts as the Board of Directors' Commanding Officer and/or Chief Operating Officer over all administrative and operational functions. S/he is responsible for administering and implementing all Board policies, procedures and guidelines. The Fire Chief is responsible for creating and developing the vision and strategy of the District, within the goals and objectives established by the Board of Directors. The Fire Chief is ultimately responsible for planning, organizing, directing and evaluating the day-to-day operations and personnel assignments of the District. At times, the Fire Chief serves as the General Manager, the Personnel Director, the Chief Finance Officer, and the Board Secretary. The Fire Chief develops the executive staff and assures effective performance and the delivery of quality services. This position is "at-will" and is appointed at the discretion of the Board of Directors and serves at its pleasure.

#### **Distinguishing Characteristics**

This is a single-position management classification found in the District. The position directs the overall operations and activities of the District, including developing and maintaining a fire suppression operation designed to confine and extinguish fires rapidly before they reach conflagration stage. The Fire Chief directs the operations of the Fire Protection Program, which should balance service, risks, and costs to meet the community's needs. The Fire Chief promotes and increases public awareness of fire dangers and prevention standards and oversees the emergency operations center. The Fire Chief coordinates mutual aid agreements with partner agencies. The Fire Chief also prepares and submits the District's operating and capital budgets to the Board of Directors, covering all areas of operations of the District.

#### **Typical and Important Duties**

1. Administers and directs the activities of the District relating to fire suppression, emergency medical services, fire prevention, emergency preparedness, and administration, which includes overseeing, evaluating, budgeting, and managing the short-term and long-term objectives.
2. Directs and oversees the selection, training, development, and evaluation of District personnel, including a consideration of business drivers and organizational needs.
3. Oversees the maintenance and performance of all District equipment, apparatus, and facilities, which may include managing, budgeting, and evaluating the programs and objectives necessary for District effectiveness.
4. May assume command over the District's response to major fires and emergencies by overseeing and directing District personnel.

5. Develops, evaluates, and implements plans for the organization, including setting direction for the District and identifying areas for improvement of departmental operations, services and standards.
6. Coordinates and develops relationships with the media, community partners, and partner government agencies for matters of promotion of services, mutual aid, fire protection services agreements, and community service needs, including meeting and corresponding with the media, community members, public officials, area fire chiefs, and service agencies' executive team members.
7. Facilitates the strategic planning activities, including the development and implementation of multi-year goals, objectives, and policies and procedures.
8. Oversees the preparation and administration of the District budget including long-term plans and funding options for capital improvement projects.
9. Ensures District Board members are informed of District financial, administrative, and operational activities and develops recommendations for their consideration, including preparing and presenting plans, reports and projects for consideration at Board meetings and committee meetings.
10. Implements and oversees all aspects of personnel and labor relations with District employees, including personnel management, discipline, handling grievances, negotiating labor agreements, and meeting and conferring with the District's recognized bargaining units.
11. Performs related duties and responsibilities as required.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles and practices of leadership and general management, including principles and processes necessary to accomplish organizational change.
- Principles of public and business administration, including finance, Redevelopment Agencies oversight committees, and personnel administration.
- Modern fire suppression methods and equipment, technology, geography or area, and building construction.
- Modern principles, practices and techniques of fire inspection and prevention.
- Principles and practices of training.
- Acceptable report writing methods.
- Current political, operational, and economic trends of the Fire Service and local government.
- Applicable federal, state and municipal rules, laws, and regulations regarding local government operations and Special Fire Districts.

#### *Ability to:*

- Effectively motivate, supervise and elicit the cooperation of others.
- Effectively manage, empower, motivate, lead, and direct personnel and programs in a team environment.
- Render sound decisions in emergency and non-emergency situations, reason logically, think imaginatively and creatively.

- Effectively oversee, manage, plan, implement and evaluate assigned program areas, analyze program needs and related documents, making recommendations for improved methods, changes in operation, or staffing requirements.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Maintain physical and mental condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective working relationships with policy makers, administrative staff, subordinates, and general public.
- Exercise good professional judgment and make sound decisions in a manner consistent with the essential job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive, timely approach to customer service issues.
- Make/recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly use safety equipment.
- Maintain confidentiality regarding sensitive information.
- Operate assigned equipment and vehicles.

*Skill in:*

- Conducting verbal and written communications in a concise, thorough, accurate, and effective manner, including presentations.
- Operating a personal computer and appropriate worked-related applications, including word processing, calendaring, and e-mail systems, etc.
- Operating assigned equipment.
- Basic keyboarding.

**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:* Ten (10) years increasingly responsible experience in fire operations and/or training in a recognized Fire Department is required, including five (5) years of supervisory experience in a command position. Experience in administration, supervision, and project management is strongly preferred.

*Training:* A bachelor's degree from an accredited college or university with major coursework in fire science, public administration, or business administration will be required as a condition of appointment. A candidate currently lacking enough college units will be given an opportunity to obtain his/her degree in a reasonable time period, mutually agreed upon between the District

Board and the candidate. A Master's Degree (MPA, MBA, or related field of study), Chief Fire Officer (CFO) designation, or recognition as an NFA Executive Fire Officer (EFO) is preferred.

### **Licenses and Certificates**

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

- Possession of, or ability to obtain, an appropriate, valid California Driver's License or Firefighter's license, which must be maintained as a condition of employment.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to: oversee and direct the District's response to major fire alarms and fire suppression activities; oversee and direct District personnel operating in an emergency fire fighting environment; work in an office environment; read printed materials and a computer screen; communicate in person and over the telephone.

*Work Environment:* Ability to work in a typical office setting or field environment with exposure to fire, smoke, bodily fluids, and noise; work in inclement weather conditions; exposure to dangerous persons, dangerous animals, hazards of emergency driving; hazards associated with traffic control and working in and near traffic; and natural and man-made disasters.

*Ability to:* Travel to different sites and locations; may work protracted and irregular hours based on the needs of the District.

*Residency:* Maintain a residence within 25 miles of Headquarters Station.

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