



# MI-WUK/SUGAR PINE FIRE PROTECTION DISTRICT

*"Providing Quality Emergency Response And Fire Protection For The Public"*

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## **JOB DESCRIPTION – FIRE CHIEF**

Adopted: June 21, 2013  
Revised: November 14, 2017

Supervised by: Board of Directors

Directly Supervises: Chief Officers, Captains, Engineers, Department Secretary

### **GENERAL DESCRIPTION OF THE JOB**

As the executive officer to the Board of Directors and under its policy guidance, the Fire Chief plans, organizes, administers and supervises all the activities necessary to deliver fire protection and related services to the citizens of and visitors to the District. The Fire Chief works with substantial independence, and must be a self-starter, capable of properly prioritizing tasks and assignments pursuant to Board direction with little or no direct supervision.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities that the Fire Chief may expect include (these are provided in the way of example only and are not all encompassing of the tasks that the Fire Chief may be required to perform):

1. Respond to and command emergency incidents as the Chief Officer using ICS standards.
2. Unless excused, attend all meetings of the Board of Directors.
3. Develop, plan, and implement District goals and objectives
4. In coordination with CAL FIRE, administer a defensible space inspection program.
5. Plan, supervise, and conduct public relations and safety programs in coordination with civic groups and organizations.
6. Execute the direction given by the Board of Directors and adopted policies.
7. Participate in Board Committees as a member and/or staff support.
8. Prepare the annual budget in coordination with the finance committee.
9. Engage in both long and short-term planning for the District.
10. Supervise, authorize and control expenditures of the District within the budget and policy guidelines.
11. Recruit, select, appoint, evaluate, promote, and discipline employees.
12. Stay abreast of modern practices in fire suppression, prevention, and related disciplines.
13. Remain current with developing legislative and legal issues.
14. Draft and implement cooperative agreements with allied agencies.
15. Develop new policies and recommend revisions to existing policies.
16. Draft, revise, and/or implement Standard Operating Procedures
17. Draft, review, revise, and administer the District's safety program, including its Injury and Illness Prevention Plan.
18. Develop and administer a District training plan.
19. Develop and maintain a professional working relationship with the leadership of allied agencies.

20. Represent the District at various meetings within the District, County, and throughout the state as directed.
21. Draft and implement a business continuation plan
22. Draft and implement a replacement plan for fire engines and facilities.
23. Actively recruit, train, motivate, and monitor volunteer and intern firefighters.

#### MINIMUM QUALIFICATIONS

The Board of Directors reserves the right to accept any combination of experience, training, and/or equivalencies as qualifying.

1. High School Diploma or equivalent
2. Eight (8) years of progressively more responsible assignments in the fire service experience, at least four (4) of which must be as a company officer and/or chief officer.
3. Emergency Medical Responder (EMR) (may be acquired within the first year of employment and as a condition of employment).
4. Cardio Pulmonary Resuscitation w/ Automated Electronic Defibrillation (AED) (may be acquired within the first year of employment and as a condition of employment).
5. Valid California Driver License of any class.
6. E400: ICS 400: Advanced ICS for Command and General Staff (or equivalent).
7. Free from misdemeanor convictions involving moral turpitude and felony convictions.

#### DESIRABLE QUALIFICATIONS

1. Higher levels of ICS and/or NIMS training and certification.
2. College or University level education in fire science or an allied field
3. College or University level degree in fire science or an allied field.
4. Increasing levels of assignment and experience as a chief officer in a combination fire department.
5. Valid California driver's license; Class A, Class B, or Class C with Firefighter Endorsement.
6. Demonstrated knowledge and experience in building and maintaining public relations programs.
7. Demonstrated knowledge and experience working within the California Mutual Aid System and Incident Command System.
8. Demonstrated ability to communicate effectively both orally and in writing.
9. Experience in writing successful grant applications.
10. Experience in fiscal management in a fire protection district.

#### ADA WORKING CONDITIONS

The following physical requirements and work environment is characteristic of those that the incumbent will encounter and must successfully meet to perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

##### Physical Requirements:

Work is performed in a combination of environments, including: office, vehicle, emergency and nonemergency field conditions. Field command will be necessary in suppression assignments. The incumbent may on occasion be called upon to perform strenuous activity associated with an emergency field response.

1. **Mobility:** frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting; walking on stable, unstable, sloped and wet surfaces; ascending and descending stairs and ladders.
2. **Lifting:** frequently up to 10 pounds; occasionally up to 75 pounds, rarely more than 75 pounds with the assistance of and coordination with others.
3. **Vision:** constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
4. **Dexterity:** frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
5. **Hearing/ Talking:** frequent hearing and talking, in person, on the radio, and on the phone.
6. **Emotional/ Psychological:** frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
7. **Environmental:** frequent exposure to noise; regularly travel in assigned vehicle to other locations or respond to emergency situations or incidents; exposed to heat, dust, noise, smoke, fumes, gases, oil, grease, wet and slippery surfaces, machinery with moving parts, moving objects and other vehicles while in the field; may work unusual and prolonged schedule during emergencies, seasonally-caused circumstances or special projects; may be exposed to varying climates or hot and cold temperature conditions while in the field.