

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Fire Chief - Job Description

POLICY NUMBER: 2230

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2230.10 The position of Fire Chief is an overtime exempt position under the Fair Labor Standards Act. The Fire Chief is hired by the General Manager. Under the general direction of the District's General Manager, the Fire Chief administers, plans, organizes and directs the emergency and daily business operations and activities of the Fire Department; responds to fire, rescue, medical and storm response alarms and other emergency and non-emergency calls for assistance to protect life and property and does other related work as required. The Fire Chief will be annually or as otherwise warranted, evaluated by the General Manager. Pre-employment physical and live scan shall be performed at district expense prior to employment. The Fire Chief along with the Assistant Fire Chief will be the interview committee for the hiring of all MCSD Volunteer Fire Department personnel, including auxiliary personnel. The Fire Chief will be responsible for make the final decision in this process.

2230.20 Knowledge of:

2230.21 Public safety administration, fire administration, emergency and disaster preparedness, fire investigation, hazardous materials management and municipal water systems.

2230.22 The operation and maintenance of modern fire apparatus and firefighting equipment.

2230.23 Structural and wildland fireground tactics and strategies.

2230.24 The incident command system.

2230.25 Local water systems, roads and geography.

2230.26 Modern fire and building codes and regulations.

2230.27 Modern paramedical operations and procedures.

2230.28 Modern communications, business and computer systems and related software and other equipment.

2230.30 Ability to:

2230.31 Plan, organize and direct all day-to-day routine and emergency operations of a modern municipal fire district.

2230.32 Provide the necessary fire and rescue operations during adverse conditions.

2230.33 Operate computers, software and modern communications equipment related to fire service and business applications.

2230.34 Compile and prepare written reports and oral programs.

2230.35 Communicate effectively orally and in writing.

2230.36 Must have the ability to interact with members of the public and co-workers tactfully and professionally.

2230.40 Education/Experience Required

Education equivalent to graduation from high school, and four years of supervisory level fire related experience. All state and federal required standards for a fire chief to be met within one (1) year of employment as Fire Chief, appendix A Minimum Standards for a Fire Chief.

2230.50 License/Certificates

Must possess a driving record acceptable to the District's insurance carrier. Must, within six (6) months of employment, possess a current Emergency Medical Technician Certificate and CPR Certification, a valid California Class B driver's license with air brake and tank endorsement, a Hazardous Materials Operational Certification and other applicable licenses and certifications. All required certificates and licenses must be maintained throughout employment.

2230.60 Residency Requirement

Employees in this position must establish and maintain permanent residency in a location which allows response times to provide for arrival on the incident scene within established department and industry standards.

2230.70 Responsibilities

2230.71 Public Services and Facilities Planning and Development: The Fire Chief shall

direct, oversee and participate with department officers and other personnel in the development of the department's work plans, assign work activities, delegate projects and programs to officers other department staff as appropriate, monitor work flow, review and evaluate department's products, methods and procedures.

2230.72 The Fire Chief shall establish and maintain a schedule of duty officer coverage to ensure proper Fire Department supervision by qualified officers 24/7, 365, thus limiting the reliance on CDF resources to manage incidents within the district.

2230.73 The Fire Chief shall establish and maintain a schedule of EMTs available to respond to EMS calls 24/7 365 as staffing allows. The Fire Chief shall provide leadership to maintain adequate numbers of EMTs to respond to EMS calls.

2230.74 The Fire Chief shall develop an annual training schedule to address all aspects of municipal firefighting.

2230.75 The Fire Chief shall recommend a 2-year plan of capital improvements for the department and present it to the Board of Directors semi-annually.

2230.76 Fiscal Operations: The Fire Chief shall ensure that all fiscal operations of the Fire Department are properly implemented pursuant to the annual budget.

2230.77 The Fire Chief shall keep the General Manager informed of potential significant sources of funds other than operating revenue that may be available to implement present or contemplated department programs.

2230.78 The Fire Chief attends one (1) Board meeting per month to present a department report and such other meetings as the General Manager/Board specifies from time to time. If the Fire Chief is unable to attend, he/she will coordinate with his officers and/or the General Manager for a replacement.

2230.79 The Fire Chief shall provide assistance to the General Manager in developing strategic goals and objectives for the department and plan community meetings.

2230.80 Basic Work Hours

2230.81 The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Fire Chief, however, does not hold set hours and is expected to work the hours necessary to effectively administer the affairs of the Fire Department. The Fire Chief is exempt from overtime pay or compensatory time off in accordance with Policy 2010.

2230.82 In the event the Fire Chief is absent from the District for more than a three day (3) period on other than District business, the Fire Chief's salary will be prorated. When the Assistant Fire Chief assumes the responsibilities, he/she will be compensated at the prorated Fire Chief's rate.

2230.821 The Fire Chief shall notify the General manager upon his/her departure and return when absent from the District on other than District business and when the Assistant Fire Chief has assumed his/her responsibilities.

2230.90 Essential Job Duties

The Fire Chief is required to work the hours necessary or required to complete necessary projects or job functions.

2230.91 Plans, organizes and directs all employees of all classifications, including volunteer fire fighters, if any, assigned to the District's Fire Department in prevention, suppression, pre-suppression, emergency response and routine activities of the Fire Department.

2230.92 Shall take command of all departmental resources during major incidents or perform suppression, medical, storm response and rescue tasks as necessary, at any hour.

2230.93 Develops and updates the general operating procedures with regard to the department's fire prevention, public education, training, safety and emergency response programs including fire, medical and storm response.

2230.94 Assures maintenance of applicable logs and records.

2230.95 Supervises and evaluates subordinate personnel and maintains discipline within the department.

2230.96 Coordinates mutual aid and disaster support to the District.

2230.97 Prepares budget information and supervises the specifications and purchasing needs relative to all departmental functions.

2230.98 Reports to the District General Manager, interfacing with the District's advisory and public groups as necessary.

2230.99 Represents the department at local, county, state and federal agencies and organizations.

2230.100 Does other related work as required.

2230.101 Records Fire Department volunteer fire fighter and EMT activity points, prepares quarterly data for payment of points and hours earned by volunteers for quarterly payroll.

2230.102 Conduct annual "Life Safety" inspections of schools and other occupancies within the fire departments jurisdiction as required by state regulations.

2230.103 Cultivate leadership within the department membership to sustain leadership into the future.

2230.110 Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

2230.111 Task: Operate, repair and maintain firefighting, ambulance and rescue equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment.

2230.112 Task: Fire suppression and emergency response.

Physical Demand: Wearing self-contained breathing apparatus for extended periods, sitting, standing, climbing ladders while carrying 25 lbs., walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs, and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, working in low visibility areas containing smoke, ash, etc., working in confined spaces.

2230.113 Task: Prepares hand written and type written reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various laws and standards and district policies and procedures.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2230.114 Task: Perform traffic control operations during emergency situations.

Physical Demand: Standing continuously in one location wearing turnouts and in temperatures below freezing and above 100 degrees, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs and to give direction to vehicle operators.

2230.115 Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, writing, use of hands to finger, handle or feel objects, tools or controls.

2230.116 Task: Plan, direct and control the administration and operation of the Fire Department.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, sitting in office environment for extended periods, driving vehicle, travel to out-of-town meetings with overnight stays.

2230.117 Task: Prepare and/or review work schedules and rosters, policy proposals, time sheets, written instructions and drawings, negotiate and read contracts, specifications, details and plans, and performs related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, hand-writing, use of hands to finger, handle or feel objects, tools or controls, operation of a computer and other office equipment.

2230.118 Task: Conducts meetings of personnel, attends meetings of other governmental agencies and organizations, attends and conducts training.

Physical Demand: Sitting, standing, speaking, hearing, driving vehicle, out-of-town travel and overnight stays.

2230.120 Environmental Demands

2230.121 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow, cold below freezing and heat to +100 degrees Fahrenheit.

2230.122 Usually works outdoors wearing heavy personal protective equipment.

2230.123 Exposure to various colognes/perfumes, frequent exposure to fumes/dust from equipment.

2230.124 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2230.125 Exposure to smoke, flames, intense heat and low visibility in fire fighting conditions.

2230.130 Mental Requirements

2230.131 Reads and comprehends complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2230.132 Writes reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word processing software.

2230.133 Math: Ability to perform mathematical functions and work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2230.134 Attention to Detail: High level concentration and attention to detail for extended periods of time required to perform management functions, produce reports and spreadsheets.

2230.135 Repetition: Repetitive data entry to spreadsheets and computer system for accounting purposes, typing reports and presentations.

2230.136 Judgment: Ability to work independently, prioritize work and make complex management decisions and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data in written or verbal form, and deal with numerous abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

2230.137 Social Skills: Ability to relate cooperatively with members of the public, public officials, governmental agencies, Directors, and District personnel on a constant and face-to-face basis.

2230.138 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2230.140 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



McCloud Fire Department

Policy 2230 Fire Chief Job Description Appendix A Minimum Standards for Fire Chief California

State Requirements:

1. ICS 200, 300, 400 (CICCS)
2. ICS 700, 701 and 800 (SEMS)
3. Fire Control 1 and Fire Control 2 (California SB 1207)
4. Minimum First Aid/CPR (22 CCR, §100015, H&S Code §1797.182)
5. Haz-Mat FRO (8 CCR §5192, 19 CCR §2520)
6. Haz-Mat Decon (8 CCR §5192, 19 CCR §2520)
7. Haz-Mat Incident Commander (8 CCR §5192)
8. Sexual Harassment training (CCR Government code §12950.1)
9. Supervisory training (Government Code §19995.4)

Federal Requirements:

1. IS 100, 200, 300, 400, 700, 800.a

ISO Requirements:

1. State required training

MCSD Requirements

1. Current EMT and CPR certificates
2. Class B driver license with tank endorsement
3. Ambulance driver certificate
4. Requirements as set forth in MCSD Policy 2230, Fire Chief Job Description (computer knowledge, basic education requirements, etc.).

Optional requirements include: Firefighter 1 certification, Fire Management 1 (covers supervisory training requirement), Fire Investigation 1A and 1B, Registered State Fire Training Instructor, and Command 1A.