

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

FIRE CHIEF

DEFINITION

Under direction of the City Manager plans, organizes and directs the activities of the Fire Department and does related work as required.

EXAMPLES OF DUTIES

Formulates and implements departmental rules, procedures and policies; maintains discipline; prepares the annual departmental budget; implements effective concepts in fire service organizational development; oversees an effective training and employee development program; creates and maintains an effective system of communications within the department.

MINIMUM QUALIFICATIONS

Knowledge of: Modern principles, practices, and techniques of fire department administration, organization, and operation and their applicability to specific situations; advanced methods and techniques of firefighting, fire apparatus and equipment, first aid and fire inspection and prevention; geography, types of building laws and regulations of the City; modern personnel management practices, and Municipal Budgets.

Ability to: Plan and coordinate the work of the Fire Department; put into effect and administer sound departmental policy; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Seven years full time experience in fire fighting and fire prevention work, including at least three years in a responsible supervisory capacity in the permanent rank of Fire Captain or higher in a Fire Protection Agency serving a population of at least 35,000.

Education: Graduation from High School or equivalent. (Completion of additional college courses or specialized training programs concerned with matters directly related to fire department operations and administration is desirable.)

License: Minimum requirement shall be possession of a valid Class C California Driver's License.

R: 02/2007