

**City of Sebastopol  
Job Description**

**Job Title:** Fire Chief  
**Division:** Management  
**Department:** Fire  
**Location:** Fire House  
**Shift:** As Required  
**Reports To:** City Manager  
**Prepared By:** R. Puccinelli  
**Prepared Date:** 03/01/1996  
**Approved By:** City Council  
**Approved Date:** 07/01/1999  
**FLSA Status:** Exempt

**SUMMARY**

Under administrative direction, to plan, organize, direct and coordinate the City's fire suppression, fire prevention, code enforcement and investigation functions; to serve as Assistant Emergency Services Director, assisting with emergency planning and preparation, to act for the City Manager in the Manager's absence, and to do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plans, organizes, directs and coordinates the activities of the Fire Department; selects, trains and has general responsibility for the discipline of volunteer personnel, coordinates the development and maintenance of organized training programs; develops policies, goals and objectives for the Department; develops budget proposals and controls expenditures; requisitions supplies, equipment and materials needed for department operations; prepares operating procedures manuals and policies; coordinates responses to emergencies, enforces City fire codes, State building regulations and State Fire Marshal's regulations, provides advice and consultation to the City Council and City Manager on fire ordinances and policies, maintains departmental records; evaluates volunteer staff; prepares suggested revisions to City Fire Ordinances; performs regular inspections of buildings and structures; investigates causes and origins of fires, responds to fires and takes charge of major fires, prepares reports regarding department operations and activities; serves as Assistant Emergency Services Director for the City; develops disaster and general emergency plans; coordinates emergency planning with all City departments, develops plans for evacuation shelters and first aid stations, coordinates hazardous material response planning, trains other City staff on hazardous material handling; represents the City Fire Department with other government agencies, the press, citizens' groups and others.

**SUPERVISORY RESPONSIBILITIES**

Manages six subordinate supervisors (1 Asst. Chief and 5 Fire Captains) who supervise a total of 27 employees in the Fire Teams. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises two non-supervisory employees (department secretary and building inspector). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Position requires possession of an appropriate California Driver's license issued by the State Department of Motor Vehicles, a valid cardiopulmonary resuscitation card, and a current advanced first aid certificate.

### **OTHER QUALIFICATIONS**

Knowledge of: Modern principles, practices and techniques of Fire Department administration and operation. Advanced methods, practices and principles of fire suppression, fire prevention and fire investigation. Operation and maintenance of the apparatus and equipment used in fire fighting and emergency service activities. Geography, types of building construction, major fire hazards and water supply problems of the City of Sebastopol. Provisions of national, state and local laws, rules, regulations and ordinances affecting fire and emergency service functions. Ability to: Plan, organize and coordinate the fire service functions of the City. Provide supervision and training for volunteer staff. Formulate, evaluate and make recommendations on policies and procedures affecting the provisions of fire services. Interpret, explain, apply and enforce a variety of fire-related laws, ordinances and regulations. Collect and analyze data, maintain and prepare records and reports, make effective oral presentations, prepare a budget and control expenditures, and establish and maintain cooperative working relationships.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move

up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works with explosives and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.