

FIRE CHIEF



Description:

Under general administrative direction by the County Administrative Officer or his/her designee, plans, organizes, administers, and manages all functions of the San Bernardino County Fire Department; performs other duties as necessary.

Distinguishing Characteristics:

Positions in this class are characterized by the assignment of highly responsible managerial and administrative duties in the direction of a comprehensive fire protection operation. Incumbents exercise considerable judgement and initiative in operating the County Fire Department.

Duties may include, but are not limited to:

1. Directs, supervises and oversees the planning, development, and administration of all activities of the County Fire Department, such as Fire Warden activities, fire prevention and suppression, emergency medical services, disaster preparedness, training, emergency communications, and hazardous materials management.
2. Establishes department operating policies, goals and objectives; directs implementation through subordinate levels; develops or approves changes to operational directives and goals to achieve department objectives.
3. Directs the preparation, justification, and monitoring of the departmental budgets; presents recommended budgets to the County Administrative Officer; resolves budget issues; approves implementation of budget adjustments as necessary.
4. Directs through subordinate employees, the hiring, training, development, and discipline of fire department employees; approves development of personnel directives and policies; directs the appropriate application of personnel rules, laws, and regulations.
5. Evaluates the needs of communities and cities within the fire department's jurisdiction; implements or modifies operations as required; meets with city officials and community representatives concerning fire protection issues and operations; successfully resolves fire protection issues and other matters.
6. Advises the County Administrative Officer and Board of Supervisors regarding fire suppression operations and administrative activities; makes presentations to the Board of Supervisors, elected officials, community groups, and other agencies as needed.
7. Coordinates Fire Department/Fire Warden matters throughout the County and with other agencies and organizations.
8. Develops and maintains effective public relations with outside agencies, communities, commissions, and the general public.
9. Responds to major emergencies and incidents as needed; advises the Board of Supervisors and media regarding the emergency situation and status.

10. Performs additional functions as deemed necessary by the County Administrative Officer and/or the Board of Supervisors.

Typical Qualifications:

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 49117

Salary Range: Annual

Representation Unit: Exempt Group

Last Updated: 5/20/10