

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Fire Chief	<b>Job Family:</b>
<b>General Classification:</b> Management	<b>Job Grade:</b>

**Definition:** To provide a professional level of fire protection, rescue, hazardous materials control, emergency medical, emergency planning and preparedness, and emergency communications (911 telephone, Police and Fire radio) services to the community through directing the Fire Department.

**Distinguishing Characteristics:** This position serves as a department head.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Develops and updates fire protection, emergency medical, hazardous materials protection, emergency preparedness, and emergency communications plans. Establishes departmental goals and objectives of level of service based upon acceptable risk levels and current and future costs.
2. Manages and coordinates major emergency scene operations.
3. Organizes and manages the personnel, facilities, equipment and resources of the department in order to achieve an acceptable level of service.
4. Maintains a competent, motivated work force through establishing, hiring, training, development, evaluation, and disciplinary procedures and guidelines.
5. Assures the Fire Code and related safety codes are kept current and enforced through establishing objectives and programs and reviewing the results of programs, such as: fire loss, hazardous materials incident, and emergency medical response statistics and enforcement activities.
6. Coordinates work of Fire Department with other departments, organizations, and agencies.
7. Recommends revision of Fire Safety and Hazardous Materials Storage Permit Codes.
8. Serves as the Emergency Preparedness Coordinator, heading the City's Office of Emergency Services.
9. Keeps City management properly informed of activities and issues relevant to the department.

10. Develops and administers the department budget.

**Minimum Qualifications:**

Knowledge of: Philosophies, techniques and principles of urban fire protection, organizations and systems; fire codes, and local, State and national statutes related to fire protection and hazardous materials storage and use incident control, emergency medical care field delivery systems, emergency communication systems and centers; City governmental structure and management; practices and techniques of managing a City department; master planning.

Ability to: Assess needs for, develop and implement plans and programs for community fire protection, emergency communication systems and centers, hazardous materials incident response, emergency medical care systems, and emergency preparedness; develop and manage a City department; select, develop, motivate, and direct departmental staff; coordinate fire protection programs and policy with management, Council, local business, and the community; communicate effectively orally and in writing; manage major emergency operations.

**Experience and Training Guidelines:** A combination of experience and training may qualify if it provides for the required knowledge and abilities.

Equivalent to completion of a bachelor's degree in Fire or Public Administration or a closely related field and five years of experience in fire suppression, fire prevention, hazardous materials and emergency medical care work. Two or more of those years must have been at the rank of Fire Battalion Chief or higher.

**Required Licenses or Certificates:** Valid California driver's license.

Established February 1980

Revised April 2008

CLASS SPECS

CS019-M^