

WEST PLAINFIELD FIRE PROTECTION DISTRICT
Operations and Procedures Manual

DIVISION 700
RANK / JOB DESCRIPTIONS

EFFECTIVE DATE
07/15/2014

Section 790
Fire Chief

REVISION DATE
NONE

790.01 DEFINITION

This is a member who is appointed by the Board of Commissioners (hereinafter "Board") to oversee emergent and non-emergent District operations as directed by the Board.

790.02 MANAGEMENT RECEIVED AND EXERCISED

The Fire Chief reports to, and takes direction from, the Board. The Fire Chief manages the work of fire suppression personnel (volunteers) and career staff as directed by the Board.

790.03 TYPICAL TASKS

The Fire Chief may not perform all of these tasks and/or may perform similar related tasks not listed here as directed by the Board:

- Respond to alarms and assume command, as appropriate.
- Attend the Board's regular and special meetings. Generate a monthly report for the Board.
- Participate in the development and implementation of the District's planning, including, but not limited to: Strategic Plans, Operations Manual, Emergency Plans and Financial Plans.
- Assist the Board in preparing the annual budget, anticipating the resources required for the District to provide satisfactory and responsive fire department services.
- Identify and assesses problems impacting the effectiveness of fire service delivery and take corrective action in consultation with the Board of Commissioners.
- Identify ways to improve and streamline fire suppression, company inspection, training, equipment maintenance, tactics and programs including the cost and benefit of possible improvements.
- Establish objectives for the operation of the District in conformance with the goals set by the Board. Communicate these objectives to appropriate personnel. Monitor the implementation of these objectives and take corrective action as necessary.
- Provide staff support to Committees of the Commission.
- Provide technical assistance to the Board, career staff and volunteer members.
- Participate in Countywide, Statewide or Nationwide activities that impact the District.
- Negotiate agreements on the behalf of the Board.
- Assist career staff in development of plans and quality controls, including the establishment of response standards to ensure acceptable service level standards are maintained.
- Investigate complaints, as necessary.
- Review reports prepared by others, as appropriate.
- Evaluate personnel as directed by the Board and District policy.
- Provide oversight of and maintain clear, timely, and accurate communications between career staff and among operations (suppression) and administrative (training, EMS, prevention, public education) divisions (staff and volunteers) so that fire protection and support activities are coordinated and fire control objectives are achieved, ensuring each operates efficiently and has

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the resources necessary to do so.

- Strive to maintain a competent and motivated work force.
- Stay informed of the latest fire suppression and prevention problems and hazards within the District and assist staff in finding workable solutions to these problems.
- Project a positive image to individuals and groups as a professional, competent and responsive leader. Communicate effectively and openly with different individuals and groups.
- Perform community service activities, as needed.
- Participate in Fire Department activities, including but not limited to, social events, training, emergencies and catastrophic events, in a supportive and coordinative roll.

790.04 MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Have knowledge of:

- Problems, issues, philosophies, principles and tactics associated with firefighting, fire prevention, inspection and equipment maintenance.
- Modern management, planning, organization, motivation, budgeting and communication techniques.
- Relevant laws, ordinances, codes and court decisions that affect fire protection.

Within six (6) months of hire/appointment date, acquire knowledge of:

- District policies and regulations.
- District government operations.

Ability to:

- Manage the technical aspects of various fire suppression, prevention and training activities.
- Quickly analyze emergency situations and direct the proper course of action.

Skill in:

- Performance evaluation and employee development.
- Written and oral communications.
- Interpersonal relations.
- Fire protection operations and administrative / management systems.

790.05 LICENSES AND CERTIFICATES

Have and maintain First Aid / CPR for the Professional Rescuer and other certifications as required by local, state, and federal law and/or regulation.

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790.06 TRAINING / EDUCATION AND EXPERIENCE

Six (6) years of fire department operations and suppression experience, including two years' experience at the rank of Fire Captain, or higher, and have a minimum of either an Associate Degree or Bachelor Degree from an accredited institution. A Master's degree from an accredited institution is preferred. Fire Officer/Chief Officer Certification issued by the California State Fire Marshall is desired.