

City of San Jose

FIRE CHIEF (U) (2334)

CLASS PURPOSE

This is a position in the unclassified Civil Service. Under administrative direction, the incumbent performs work of unusual difficulty, planning, organizing and directing the activities of the Fire Department. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Assumes on-the-scene command of the suppression of major fires and related emergencies.

Performs as emergency operations officer for the City as director of emergency operations during catastrophic events such as explosions, earthquakes, floods, and enemy attack.

Administers a comprehensive fire prevention program, including physical inspection, state and local code enforcement, water system approval and education of the public.

Establishes and enforces departmental policies, rules, and procedures.

Prepares and controls the Department budget.

Conducts research and planning to improve departmental operations including negotiation of auto and mutual aid contracts.

Administers an arson investigation unit which prepares cases for prosecution.

Administers all fire support functions, including training, fire apparatus maintenance, fire dispatch function and facilitates maintenance.

Provides fire protection for the City's airports.

Provides fire protection for a major portion of the Central Fire District.

Maintains effective working relationships with other City departments, County, State, and Federal agencies involved in fire protection and suppression.

Typical End Results Include: Maintaining the highest level of public physical safety through a comprehensive fire safety program; maintaining a competent, motivated firefighting force; establishing and enforcing departmental policies and procedures; developing and improving methods and operations; minimizing fire injuries, deaths and property damage; confining and controlling operating expenses; effectively representing the Fire Department within the City and to outside agencies.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the unclassified service which reports to the City Manager and ensures the prevention and suppression of fires and the protection of life and property. Also protects the public, to the extent possible, from the traumatic effects of emergency medical incidents, hazardous materials spills, and major catastrophic events such as earthquakes and floods.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of modern principles, practices, and techniques of Fire Department administration, organization, and operation.

Knowledge of the methods, techniques, and equipment of modern firefighting, first aid, fire inspection and prevention.

Knowledge of principles and practices of public administration, including personnel budgetary control.

Ability to effectively command large, complex fire suppression operations.

Ability to plan, develop and implement a comprehensive fire suppression and prevention program.

Ability to supervise and direct top management.

Ability to relate effectively to employees and the public.

Ability to express oneself clearly and concisely, both orally and in writing.

Competency Knowledges, Skills and Abilities

Knowledge of major fire hazards, the water supply, geography and building conditions of the City.

Knowledge of the types of building construction and the building codes of the City.

Knowledge of the City of San Jose's accounting and budget system.

Knowledge of the laws relating to fire protection, prevention and suppression.

Training and Experience

Any combination of training and experience equivalent to a Master's Degree in public administration, business administration, or a discipline related to the business performed by the department, plus five (5) years experience in a Fire Department administrative capacity equivalent to a Fire Battalion Chief in the San Jose Fire Department.

Licenses/Certificates

Valid California driver's license.

Indicates change

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Revised 8/03 2334s001