

CITY OF GLENDALE

TITLE:	Fire Chief	CLASS CODE:	699
REPORTS TO:	City Manager	GRADE:	59
DEPARTMENT:	Fire	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Performs administrative and managerial duties to plan and direct the activities and operations of the Fire Department.

ESSENTIAL FUNCTIONS

1. Plans, coordinates, administers, and directs the activities and staff involved in the daily operations of the Fire Department.
2. Plans, develops, and implements department goals, objectives, policies, procedures, and guidelines. Develops, administers, and monitors the department budget; directs the forecasting of future needs.
3. Directs and participates in the development of the department's work plan; assigns projects and programs; reviews and evaluates methods and results.
4. Coordinates department activities with those of other departments and outside agencies.
5. Directs the hiring, training, and evaluation of personnel; implements discipline.
6. Performs research, analyzes findings, prepares recommendations and reports for city management.
7. Responds to and resolves the most sensitive or complex complaints or problems.
8. Responds to major fire alarms.
9. Represents the city in relationships with outside agencies, community groups, and the public.
10. Represents the department at various conferences, conventions, and other meetings.
11. Speaks before public and professional groups to provide information on department activities and programs and to promote public understanding and awareness.
12. Develops special projects as requested by City Manager or City Council.

SECONDARY FUNCTIONS

13. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Fire command and municipal Fire Department administration
Principles, practices, and procedures of modern fire fighting
Principles and practices of public administration and personnel management
Principles of employee supervision, training, and performance evaluation
Use, operation, and maintenance of fire equipment and apparatus used in fire fighting
Budget planning, development, and monitoring practices
Federal, state, and local laws, codes, regulations, and standards governing the delivery of Fire Department services

Ability to:

- Supervise, train, and develop employees effectively
- Plan, direct, and evaluate fire suppression, fire code compliance, emergency medical services activities, and hazardous materials responses
- Plan, coordinate, direct, and evaluate the functions and activities of the Fire Department
- Prepare and administer a department budget
- Perform research, analyze findings, prepare and present reports and recommendations on Fire Department issues
- Establish and maintain effective working relationships with city staff and the general public
- Communicate effectively verbally and in writing

WORKING CONDITIONS

Office setting. May respond to major incidents and take command.

MINIMUM REQUIREMENTS

Bachelor's degree in fire science, management, public or business administration, or a related field, and eight years of increasingly responsible command and management experience in a Fire Department. Master's degree preferred.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

- Residency in the City of Glendale is required within 12 months of appointment
- Subject to call at all times
- Valid Arizona driver's license