

## CITY OF HEMET

Class Code: 2114  
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Date Adopted: 10/1989  
Date Last Revised: 05/25/2004

### FIRE CHIEF

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### DEFINITION

Under administrative direction, plans, directs, manages, and oversees the operations and services of the City of Hemet Fire Department; performs other duties as assigned or required.

#### CLASS CHARACTERISTICS

This position reports to the City Manager and is responsible for the development and management of Fire Department programs, activities, and services. The incumbent is expected to exercise independent judgment and initiative in establishing efficient and effective departmental operations consistent with City policies and administrative guidelines established by the City Manager.

#### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.  
Exercises direct supervision over professional, technical, and clerical staff.

#### ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

#### EXAMPLES OF DUTIES

Plan, develop, manage, and direct Fire Department activities and services including fire suppression, protection and prevention, hazardous materials and disaster preparedness, medical response and other related activities; command major fire emergency and disaster situations affecting the City, as appropriate.

Direct the development and administration of the department budget; monitor and approve expenditures and implement budget adjustments; present budget to fiscal committee.

Conduct and direct studies; prepare and present master plan reports addressing growth impact on emergency services; ensure proper planning occurs for disaster preparedness programs and activities; ensures activities are in accordance with ordinances, laws, codes, policies and regulations.

Prepare reports and make presentations at City Council and other meetings; serve on various internal and external committees; attend meetings as part of senior executive team; serve as liaison with the community, professional groups, the media and other external contacts and resources for the City.

Establish, implement, and enforce department policies and procedures; work with City staff to establish Citywide policies and procedures.

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Resolve discrepancies or procedural problems and respond to program administration and/or delivery questions ensuring necessary follow-up occurs; confer with and advise staff and internal and external customers by providing advice, problem-solving assistance, answers to questions and interpretation of program goals and policy.

Directly and through subordinate supervisors, hire, direct work efforts and evaluate staff; provide for and/or conduct staff development; establish work methods and standards; initiate corrective and/or disciplinary action and respond to grievances and complaints.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of municipal organization and administration.  
Knowledge of the principles and practices of effective leadership, management and supervision.  
Knowledge of municipal budget preparation and control.  
Knowledge of modern fire suppression, protection and prevention principles and practices.  
Knowledge of program and project management principles and practices.  
Knowledge of city, state and federal fire and building codes and regulations.

Skill in program development, implementation and evaluation.  
Skill in assessing objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the city and the department.  
Skill in managing, developing, motivating and evaluating professional and support staff.  
Skill in managing special projects, activities and programs.  
Skill in understanding and applying complex regulations, procedures and guidelines.

Ability to communicate effectively both orally and in writing.  
Ability to conduct research and prepare clear, concise and comprehensive reports.  
Ability to establish and maintain effective working relationships with City officials, employees, and the public.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree (Masters degree preferred) in fire technology, public administration or a related field and five (5) years progressively responsible fire service management experience including three (3) years battalion chief or higher level supervisory experience, or an equivalent combination of education and experience.

### **CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS**

State of California class "C" driver's license.  
Local area response time within 15 minutes is required within three (3) months of appointment.