**CITY OF SANTA CRUZ**
**CHIEF OF FIRE DEPARTMENT**

**Reports to:** **City Manager**
**Supervises:** **Chief Supervising Officers, Fire Marshall and Clerical support staff**
**Bargaining Unit:** **Executive**

## BASIC FUNCTION

Subject to general policy determination, administrates and manages Fire programs to protect lives and property from dangers due to fire and other disasters. Determines Fire Suppression and Fire Prevention needs of the community and is responsible for providing fire services to effectively meet community requirements.

## PRIMARY DUTIES

- Administrates and directs the activities of the Fire Suppression Division, the Fire Prevention Division and the Fire Administration Division.
- Directs and oversees the selection, training, development and evaluation of departmental personnel.
- Directs and oversees the fire prevention program which includes public education and inspections to determine compliance with building and fire codes and reviews building and development plans for compliance to established codes.
- Develops and maintains an efficient fire suppression operation with the ability to rapidly confine and extinguish fires.
- Directs and coordinates preparation and implementation of the annual budget.
- Directs and commands fire personnel and equipment at all major fires, and other emergency situations.
- Establishes and directs training programs providing basic fire training and training in new methods of firefighting, fire prevention and rescue techniques.
- Oversees the maintenance and performance of equipment, apparatus and facilities.
- Provides technical advice and guidance to the City Manager, City Council and presentations and written reports.
- Participates in and provides leadership to area and regional agencies to coordinate mutual aid arrangements, disaster planning and establish shared services.
- Initiates needed action to change fire and building codes to reflect changes in construction materials and techniques.
- Establishes and maintains effective public relations with community groups, local and state agencies, and the media.

**City of Santa Cruz**
**Chief of Fire Department**

## PRINCIPAL ACCOUNTABILITIES

- Assures that the fire department is administrated and managed in an effective and efficient manner to provide fire services to the community.
- Assists in the general administration of the City as a member of the executive team by providing input into the problem-solving and decision-making process.
- Assures that fire department personnel are selected, trained and developed to meet emergency and hazardous situations, and to perform fire prevention and public education activities diplomatically.
- Assures that policies, rules and regulations, practices and procedures meet department objectives for efficient operation of the Department.

## MINIMUM QUALIFICATIONS

Education and Experience

- AA Degree in Fire Science, business or public administration.
- Five years of supervisory experience in a municipal fire department, with two years in a command position.

Knowledge of:
- Fire and building codes.
- Advanced fire suppression and prevention methods and technologies.
- Governmental operations, fiscal management, personnel administration.

Ability to:
- Lead, motivate, train and develop subordinate staff.
- Prepare comprehensive written reports and to conduct effective oral presentations.
- Establish and maintain effective working relationships with community groups, the City Council, other governmental officials and the media.
- Valid California Driver's license.

| | |
|---|---|
| Classification Nos. | 802 |
| Date of issue: | 1/78 |
| Supersedes: | Unknown |