

**FIRE DEPARTMENT
FIRE CHIEF**

GENERAL DUTIES: Under general supervision of the City Administrator, plan, organize, and direct the activities of the Fire Department in providing a full range of fire services including; wildland and structural fire suppression, emergency medical care, hazardous materials response, code enforcement, arson investigation, City disaster preparedness, public education and training.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/city policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruptions of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customer to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provide general supervision to the Division Chief in charge of the Operations Division and the Division Chief in charge of the Training Division to insure that their respective divisions comply with city and departmental policies and that they meet their established goals and objectives.
2. Work with staff to develop goals and objectives, policies, procedures, and work standards for the Fire Department.
3. Direct the preparation and administration of the annual department budget.

4. Prepare reports and make presentations to the City Administrator, City Council, Community groups, and other agencies on issues pertaining to the Fire Department.
5. Work with developers and other City departments to insure that new construction and developments are designed and built to current fire and life safety standards.
6. Coordinate the activities of the Fire Department with other departments and agencies.
7. On a scheduled basis is on call after regular working hours to respond to fire and other emergencies.
8. Serve as Operations Section Chief on the City Disaster Response Team and provide technical advice to the City Administrator during an emergency.
9. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Customer service skills.
2. Interpersonal skills.
3. Written and verbal communications skills.
4. Management skills.
5. Good public relations skills.
6. Skill in managing major emergencies, utilizing the Incident Command System.
7. Computer use skills, including word processing, spreadsheets, e-mail and Internet.

KNOWLEDGE: Knowledge of:

1. Applications and utilization of computer systems.
2. Trends and current developments in city government.
3. Legal and administrative rules and regulations which apply to the operation of city government.
4. Principles and practices of public administration, personnel management and budget administration in a local government setting.

5. Municipal ordinances, City policies and City Charter.
6. Demographic composition of the City.
7. Principles and practices of modern fire protection, emergency medical service, hazardous materials incident prevention and response and Fire Department administration.

ABILITIES: Ability to:

1. Analyze complex problems, evaluate alternatives and make creative recommendations.
2. Prepare and present ideas and recommendations effectively, both orally and in writing.
3. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups, and the general public.
4. Exercise sound independent judgment within general policy guidelines.
5. Select, train, evaluate, and supervise department personnel.
6. Conduct and participate in related training programs.
7. Assist the City Administrator in conducting research on administrative problems and practices.
8. Meet the public to discuss problems and complaints tactfully, courteously and effectively.
9. Analyze the effectiveness of and make recommendations for changes in procedures, policies and organizational structures.
10. Formulate and enforce departmental rules, policies and procedures, and maintain effective discipline.
11. Formulate and administer the annual departmental budget.
12. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial and religious groups in the community.
13. Conduct regular staff meetings and maintain open communication with staff.
14. Implement and maintain customer service techniques.
15. Command major emergencies while maintaining a professional demeanor.
16. Exercise skill and good judgment in dealing with the news media.

Fire personnel may be exposed to the following physical and environmental demands:

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laser jet or ink jet printer
3. Telephone or cell phone
4. Pager
5. Copier
6. Calculator
7. 10-key adding machine
8. Facsimile machine
9. Typewriter
10. Two-way radio
11. Fire apparatus, including facemask and portable radio
12. Paper shredder or cutter
13. Specialized computer software
14. Car radio and portable radio
15. Binoculars
16. Gas detector
17. Heat detector
18. Fuel pumps
19. Eye, ear, hand and head protection equipment
20. Flashlight
21. Uniforms and safety equipment
22. Cameras/tape recorders/video cameras
23. Keys to a variety of City locks
24. Respirator
25. Trauma medical bag equipped with standard equipment
26. Stokes litter
27. Hose Tester
28. Rescue equipment
29. Oxygen equipment
30. Diagnostic equipment
31. Geiger counter
32. Foam eductor
33. Backboard and straps
34. Sager splint
35. Defibrillator
36. Suction unit
37. Rescue rope
38. Rescue air bags
39. Self contained breathing apparatus
40. Fire nozzles

41. Run book
42. Fire extinguishers
43. Electrical cord and adaptors
44. Highway flares
45. Glass cutter
46. Fire hydrants
47. Bolt cutter
48. Cribbing
49. Hydrant wrench
50. Plug and dike
51. Axe (various types)
52. Crowbar
53. Halligan bar and rescue tools
54. Sledge hammer
55. Pike pole
56. Push broom
57. Shovel
58. Post indicator valve
59. Wildland fire apparatus
60. Structural fire apparatus
61. Positive pressure ventilator
62. Aerial fire apparatus
63. Reciprocating saw
64. Power Generators
65. Hydraulic extrication tool
66. Water vacuum
67. Washing machine and dryer
68. Smoke ejector
69. Chainsaw
53. Other related emergency and firefighting equipment

ADDITIONAL COMMENTS:

The work of all firefighters may be dangerous. Firefighters may go from a resting pulse position, to a physically demanding and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. **Standing:** Firefighters have to stand while at the scene of an accident or when communicating with other safety personnel or citizens. Firefighters stand when waiting for assignments, putting on gear, accessing ladders, servicing equipment, attending training, etc.
2. **Walking:** Firefighters walk while on the incident ground to complete various tasks. Firefighters walk when conducting fire inspections, completing daily tasks, cleaning

equipment and tools, maintaining the Fire station facilities, attending training, etc.

3. Sitting: Firefighters have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Firefighters are seated on fire apparatus when responding to emergencies or may remain seated for extended periods of time when traveling out of town to Southern or Northern California.
4. Stooping/Bending: Firefighters have to stoop or bend during rescue situations, when interviewing or working on patients, picking up tools and equipment, attending training, etc.
5. Lifting: Firefighters have to lift various objects or materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment, fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, patients, victims, etc. Firefighters may lift victims out of cars or when assisting with their removal from a burning building, or when attending training. They may also lift heavy material during salvage operations.
6. Carrying: Firefighters have to carry various objects and materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, etc. Firefighters may carry victims for long distances, such as out of burning buildings or when attending training. They may also carry heavy materials in salvage operations.
7. Pushing/Pulling: Firefighters have to pull hoses or pull ceilings down during overhaul operations. They may push and pull heavy objects while extinguishing and overhauling a fire or during training exercises.
8. Balancing: Firefighters have to balance while on ladders, steep rooftops, hillsides, etc. During training exercises, Firefighters are required to demonstrate their ability to safely access fire apparatus such as ladders or heavy equipment.
9. Climbing: Firefighters have to climb ladders, hills, fences, stairs, rooftops, etc. Firefighters may climb over all types of debris from burning buildings.
10. Twisting/Turning: Firefighters twist and turn when fighting fires, working with fire hoses, searching buildings, moving patients, cleaning equipment, attending training, etc.
11. Kneeling: Firefighters kneel when working with patients or while holding C-spine on injured patients, when fighting fires, attending training, cleaning equipment, etc.
12. Reaching: Firefighters reach when fighting fires, attending training, cleaning equipment, removing debris, moving patients, pulling down ceilings, etc.
13. Crawling: Firefighters may crawl when entering or exiting a burning building, cleaning fire apparatus and heavy equipment, maintaining the Fire stations, etc.

14. Running: Firefighters may run during the course of a firefighting incident or during training. Firefighters are required to run 1.5 miles when completing the physical fitness evaluation.

ADDITIONAL COMMENTS:

Firefighters are exposed to extreme physical demands, during emergency situations with exposure to extreme danger, at times. The time periods that the firefighter has to perform physically may be very long in duration (sometimes hours at a time). The firefighter must be able to perform work under various environmental conditions, which often produces major physical strain. The firefighter must have a combination of strength, dexterity, and endurance to properly function under these various situations.

SENSORY DEMANDS:

1. Seeing: Firefighters use vision to assess patients, incident conditions, such as a fire back draft or eminent building collapse, and dangerous situations such as downed power lines. Firefighters need to see while conducting inspections or performing station maintenance.
2. Talking/Hearing: Firefighters must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations. They need to hear to detect a possible trapped victim. They need to hear while assessing a patient for lung sounds or determining a pulse or blood pressure.
3. Touching/Feeling: Firefighters must touch and feel when testing a patient's pulse rate. Firefighters must also be able to feel the contour of a building when conducting a search or rescue. They need the ability to feel for heat when conducting suppression activities in a non-visible environment. They also must have the ability to detect the presence of a body or foreign objects or obstacles.
4. Smelling: Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

ADDITIONAL COMMENTS:

Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter's sense is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hose together in the dark; the firefighter has no visual sense, but does have the sense of touch.

ENVIRONMENTAL CONDITIONS:

1. Temperature/Weather: Firefighters are exposed to all temperature variations. While in full protective clothing, a firefighter may have to perform in very hot (300+ degrees). While wet, a firefighter may have to perform in very cold conditions (below 32 degrees). Firefighters have to perform under many conditions such as in a storm with rain, sleet, hail or lightning; during a flood, in the dark, under direct sunlight, etc.
2. Noise: Firefighters are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that firefighters are exposed to may exceed 108 decibels, such as when working near a running helicopter.
3. Hazards:
 - a. Burns: Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
 - b. Mechanical: Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
 - c. Electrical: Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
 - d. Chemical: A chemical injury may occur from a firefighter coming in contact with a hazardous chemical either through inhalation, injection, absorption, or ingestion.
 - e. Biological: A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.
 - f. Respiratory: Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.
 - g. Mental Stress: Mental stress is a hazard to the firefighter because of the grim situations that a firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.
 - h. Physical Stress: The firefighter's body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage a hose lines, move heavy and/or unsafe objects, etc.
 - i. Radiological: Firefighters may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being

transported.

- j. Sleep deprivation: Firefighter's sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24 hour period without sleep.

ADDITIONAL COMMENTS:

Firefighters are exposed to many dangerous environmental conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of dangerous environmental conditions. A firefighter acts in a manner that provides for his/her safety and the safety of others.

ATMOSPHERIC CONDITIONS:

1. Fire: Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, or other emergency situations
2. Smoke: Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.
3. Gases: Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle's gasoline tank.
4. Dust: Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.
5. Biological: Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.
6. Low Oxygen Levels: Firefighters may be exposed to low oxygen levels in situations such as confined space or a CO2 enriched environment.

ADDITIONAL COMMENTS:

Firefighters are often exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of a dangerous atmospheric situation. The firefighter may then act in a manner that provides for his/her safety and the safety of others.

FLOOR SURFACES:

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc.

The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when the floor has been exposed to fire. Firefighters often work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Any combination of education, training and experience equivalent to graduation from an accredited college or university with a major in Public Administration, Business Administration, Fire Science, or related field and six years experience in the fire service with at least 3 years at the Fire Division Chief/Fire Battalion Chief level.
2. California Chief Fire Officer Certification and/or completion of the National Fire Academy Executive Fire Officer Program is highly desirable.
3. Computer literacy is required.
4. Willingness to continue education and training and expand skills by taking additional courses, attend seminars, workshops, and individual study.
5. Possession of or ability to obtain and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a medical examination for employment, including drug and alcohol screening.
7. Pass a comprehensive psychological evaluation and background investigation.
8. Sign a non-smoking contract.
9. Must reside within a fifteen minute response time to any of the City of Gilroy fire stations within six months of appointment.
10. Prefer bilingual (English/Spanish).