



City of Casa Grande

Fire Chief

GENERAL PURPOSE: Under administrative direction, directs and manages Fire Department activities and employees; assures Department's compliance with state and Federal laws and the public safety goals of the City.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides leadership, direction and guidance in Fire Department strategies and priorities; evaluates City needs, and determines fire safety requirements and goals.
- Plans, coordinates, and directs the Department operations; coordinates Department operations within the City, and assures program objectives and standards are defined, attained, communicated, and congruent with the overall goals of the City.
- Serves as the principal advisor to the City on Department programs; develops and directs strategies to meet City goals and objectives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and special projects.
- Directs the daily activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; analyzes trends and implements staffing adjustments and personnel assignments.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve service delivery problems.
- Assures that firefighters are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned.
- Maintains discipline, and assures compliance to Department policies and general orders; investigates and resolves administrative and operational issues.
- Supervises and participates in critical incidents, tactical situations and post-emergency investigations; responds to major fire scenes and takes command when appropriate; reviews, corrects and closes fire investigations and reports as required.
- Develops and monitors Department budgets; reviews and approves special and recurring reports, grants and contracts; assists and coordinates with Federal, state and local emergency services organizations and City Departments.
- Monitors and reviews trends in fire, rescue and emergency services, and recommends operational and policy improvements.
- Performs other duties as assigned or required.

JOB DESCRIPTION
Fire Chief - 5001.doc

SUPERVISION EXERCISED: Assistant and Battalion Chiefs, Fire Marshall, and administrative staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Fire Science, Business or Public Administration, and eight (8) year's professional firefighting, fire prevention and training experience, including five (5) year's supervisory/management experience. A Master's Degree and CFO/EFO certification is preferred.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of firefighting and emergency services management principles, practices and methods.
- Knowledge of current trends in strategy and tactics for deployment of personnel and equipment in fire and emergency situations.
- Knowledge of techniques and practices for effective, efficient and cost effective management of allocated resources.
- Knowledge of the duties, powers, authorities and limitations of a City Fire Chief.
- Knowledge of City, county, state and Federal laws, regulations and ordinances.

- Skill in analyzing emergency services issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department goals and objectives.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in verbal and written communication; skill in researching, analyzing and presenting information and data.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other emergency services agencies and the general public.

Special Requirements: Certified as a State of Arizona Firefighter 1&2, HazMat Operations, Fire Officer I, and Emergency Medical Technician; must maintain a level of physical fitness to meet Fire Department standards; valid Arizona Drivers License.

Physical Demands / Work Environment: Standard office environment, emergency incident sites, and in fire station facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.