



City of West Covina FIRE CHIEF

CLASS CODE	FIRE CHIEF	SALARY	\$85.00 - \$114.75 Hourly \$6,799.85 - \$9,180.00 Biweekly \$14,733.00 - \$19,890.00 Monthly \$176,796.00 - \$238,680.00 Annually
ESTABLISHED DATE	July 28, 2015	REVISION DATE	July 28, 2015

Description

Job Summary:

Under general direction, plans, organizes, directs, coordinates, and administers the overall, citywide operation of the Fire Department, including fire suppression and prevention, emergency medical services, and citizen aid; develops and evaluates goals and objectives to improve departmental services; serves as a member of the City management team; may be involved in administrative projects outside the normal area of specialization; and does related work as required.

Examples of Duties

Essential Functions:

- Plans, organizes, staffs, directs, coordinates, prepares, and administers the Department's budget and activities.
- Participates in the interviewing, selection, training, and evaluation of employees.
- Reviews and analyzes statistical and activity reports regarding projected City development and the location, nature, and frequency of reported fires, fire prevention and suppression technology.
- Administers the development of in-service training programs to increase departmental efficiency and prepare employees for advancement.
- Establishes and interprets departmental policies, priorities, and procedures in association with administrative staff.
- Coordinates fire protection and inspection activities with other City departments and fire agencies.
- Handles citizen complaints or problems concerning departmental activities referred by lower level supervisors.
- Represents the Department at a variety of meetings with representatives from public and private agencies.
- Speaks before public and professional groups on the plans, objectives, policies, and program of the Department.
- Prepares and presents periodic oral and written reports on departmental activities.

- Responds to major incidents and manages/coordinates information, resources and priorities in accordance with the "Standardized Emergency Management System".

Typical Qualifications**Required Knowledge and Abilities:**

- Thorough knowledge of modern methods of fire department administration; principles of public administration, budgeting, training, personnel, and municipal government; the newest developments in techniques and equipment used in fire fighting; fire prevention, equipment, maintenance, and drill procedures; city ordinances pertaining to fire fighting and fire prevention.
- Ability to plan, lay out, and review the activities of the Fire Department and maintain discipline; organize civilian defense auxiliaries; prepare and review reports; establish and maintain effective public relations.

Education:

A Bachelor's Degree or equivalent college training in fire science, public administration, or related field.

Experience:

Four years of professional fire department or agency experience at the Battalion Chief or higher level.

Licenses:

Possession of a valid Class C California Driver's License.

Physical Requirements:

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

Supplemental Information

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.