

P.O. Box 6, Brooks, CA 95606

Phone: (530) 796-3300

**Fire Chief**

**Summary**

Under direction of the Board of Commissioners, plans, manages, oversees, and directs the operations and activities of the fire suppression, emergency medical, and fire prevention service programs for the district; coordinates program activities with district command staff; performs other related duties as required.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Responsible for all programs and services including activities associated with firefighting, EMS, fire inspection, emergency services and disaster preparedness through development of standard operating guidelines and pre-plans.
* Develops, implements, and maintains program goals, objectives, policies, and priorities for District; ensures that established goals and priorities are achieved.
* Participates in the development and administration of the fire department budget.
* Executes the responsibilities of the District Fire Marshal unless otherwise delegated.
* Executes the responsibilities of the District Secretary unless otherwise delegated.
* Oversees the hiring, training, and evaluation programs for all personnel including volunteers;; identifies and resolves staff deficiencies; executes discipline and/or termination procedures.
* Coordinates and directs the Maintenance and replacement of district facilities and equipment.
* Represents the district to other agencies and organizations, coordinates activities with other fire departments and organizations in adjacent jurisdictions or the county regarding mutual aid or shared resources.
* Establishes, within policy guidelines, appropriate service, and staffing levels.
* Enforce all district rules and regulations and make recommendations to the Board of Commissioners.
* Maintain skill levels, stay up with new equipment and procedure familiarization, and maintain certifications that are relevant and/or required for assigned responsibilities.
* Local geography, types of building construction, major target hazards, water supply, fire and building laws and regulations as they relate to Capay Valley Fire Department.
* Promote and maintain safety in the workplace.

**Supervisory Responsibilities**

Directly supervises employees in the Fire Department. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; and disciplining employees; addressing complaints and resolving problems.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Work Environment**

* Work is conducted both in a fire station and in the field in various settings.
* Some of these include exposure to smoke, odors, heat, steam, fumes, and dust; as well as periodic exposure to dangerous or life threatening situations.
* Performs tasks requiring: strength and stamina, such as lifting and moving equipment and objects weighing up to 50 pounds; pushing or pulling objects of up to 500 pounds; sitting, standing, walking on uneven or slippery surfaces, kneeling, bending, twisting, turning, stooping, squatting, grasping and crawling; ascending and descending stairs and ladders; work both inside and outside with exposure to extreme weather conditions, odors, dust and pollen; exposure to chemicals, skin irritants, fumes and solvents; frequent hand and arm motion.
* Must have: hand and finger dexterity sufficient to use small tools; the ability to see well enough to read gauges, documents and street maps; accurate depth perception; the ability to communicate verbally, including projecting a voice that can be heard in a noisy environment; the ability to hear and distinguish various sounds, such as alarms, voices of co-workers and warning horns or sirens in both quiet and noisy environments; the ability to stand, walk, bend and reach at, above or below shoulder height for extended periods of time; sustained concentration and prolonged commitment to job tasks; interpersonal skills sufficient to work closely with others on a team; high level cognitive, interpretive or judgment skills; ability to demonstrate flexibility in work environments, performing a variety of frequently changing tasks; ability to plan, negotiate, direct, control and monitor other’s activities; and the ability to work alone effectively under stress in situations dangerous to self or others.