

CITY OF SOLANA BEACH
**DIRECTOR OF PUBLIC SAFETY/
FIRE CHIEF**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Fire Department including fire prevention, suppression, inspection, emergency medical services, public education, code and parking enforcement, and marine safety services; acts as City liaison with the County Sheriff's Department and Animal Control Department; administers the Animal Control contract; coordinates assigned activities with other City departments and outside agencies; performs related work as required.

CLASS CHARACTERISTICS

This is a single incumbent position serving as a member of the Executive Management team and a department director in a major service area. This position is responsible for the effective administration of the Fire Department and Marine Safety in accordance with administrative directives, City Council actions, and applicable laws and regulations. The incumbent in this class acts with a high degree of independence of action and decision-making ability in the assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Assumes full management responsibility for all Fire Department services and activities; plans organizes, coordinates, and directs the City's program for fire prevention, suppression, inspection, emergency medical services, public education, code enforcement, and marine safety services; may direct firefighting operations during major alarms.
2. Analyzes operational and service demands and devises plans to satisfy needs; confers with other City management staff, citizens, and City officials on fire problems and medical services; develops municipal fire suppression/prevention policies; makes recommendations for the establishment and maintenance of an adequate fire defense organization.
3. Prepares or directs the development of policies, procedures and rules to be observed in the administration of departmental programs; directs and participates in the implementation of new or revised programs, systems, procedures and methods of operation.
4. Oversees and administers the operations of marine safety and code enforcement; addresses and resolves related issues and concerns; enforces related City ordinances, laws, codes and regulations; provides education to the public.
5. Monitors and maintains adequate level of law enforcement through contracted services with the Sheriff's Department; meets with members of the County Sheriff's Department; advises

- the City Manager and City Council on the status of contracted law enforcement services; makes recommendations for the establishment and maintenance of adequate law enforcement services.
6. Oversees and administers the Animal Control contract; meets with members of the County Animal Control Department and attends or sends designee to monthly animal control meetings; advises the City Manager and City Council on the status of contracted animal control services; responds to citizen inquires and complaints regarding animal control services.
 7. Selects, trains, motivates and evaluates personnel; enforces departmental rules and regulations; reviews and evaluates work methods and procedures; established standards of performance; conducts performance evaluations; implements discipline and termination procedures; participates in personnel related investigations; works to correct employee deficiencies.
 8. Coordinates departmental activities and planning with City staff and other public agencies; attends City Council and citizen advisory group meetings to make presentations and answer questions regarding fire services.
 9. Directs the assignment of personnel and equipment and the development and execution of training programs; ensures preparedness of equipment and staff to react effectively in emergency situations
 10. Supervises the conduct of special studies and projects and the preparation of comprehensive reports; advises the City Manager of departmental activities.
 11. Manages and participates in the development and administration of the Fire Department and Marine Safety budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments as necessary.
 12. Acts as staff liaison to the Public Safety Commission; represents the City in the community and at professional meetings such as Unified Disaster Council, North County Dispatch JPA Chiefs, San Diego County Zone 1 of the State Region VI Fire and Rescue Coordinators; interacts and coordinates activities with outside agencies and organizations; attends conferences; stays abreast of new trends and innovations in the field of fire science, training and administration.
 13. Provides staff assistance to the City Manager and City Council; coordinates activities with other City Departments including traffic safety and special events; develops and reviews staff reports related to departmental issues and other necessary correspondence.
 14. Responds to and resolves difficult and sensitive inquiries and complaints.
 15. Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES**Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- ◆ Equivalent to a Bachelor's degree from an accredited college or university with major coursework in fire science, business or public administration, or a related field. Master's degree in related field is highly desirable.

Experience:

- ◆ Eight years of increasingly responsible experience in all major functions of a municipal fire department, fire district, or closely related organizational unit including at least five years of management and supervisory experience.

Knowledge and Abilities

Knowledge of:

- ◆ Principles, practices, techniques, and procedures applied to the overall management, organization, administration, and personnel of a municipal fire department, fire district, or closely related organization.
- ◆ Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- ◆ Extensive knowledge of principles, practices and techniques of fire science and administration; methods of fire fighting, fire inspection and fire prevention.
- ◆ Local, state and federal laws, codes and ordinances pertaining to fire safety and enforcement, code enforcement, and marine safety services.
- ◆ Modern fire suppression, prevention and rescue principles, methods, practices and techniques including the operation and maintenance requirements of the various types of fire apparatus equipment, tools and devices.
- ◆ Modern fire and arson investigation and public education techniques.
- ◆ Supervisory and public relations techniques; inter-agency communication and assistance techniques and practices.
- ◆ Principles of personnel deployment, supervision and training; principles of hydraulic and construction engineering.
- ◆ Incident fire command theory; procedures, methods and techniques of emergency medical services.
- ◆ Mechanical, chemical and related characteristics of a wide variety of hazardous materials and objects.
- ◆ Local geography including the location of water mains and hydrants and the major fire hazards of the city.
- ◆ Recent developments and sources of information in fire administration.
- ◆ Advanced principles and practices of budget preparation and administration.

- ◆ Advanced principles and practices of employee supervision, training and discipline; performance evaluations; personnel/labor relations.
- ◆ Appropriate safety precautions and procedures; safe driving principles and practices.
- ◆ Principles and practices of data collection and report preparation.
- ◆ Public speaking and public relations techniques.
- ◆ A variety of software applications as needed to effectively execute the duties and responsibilities of the position.

Ability to:

- ◆ Plan, organize and administer the functions and work under the Fire Department.
- ◆ Develop comprehensive plans to satisfy future needs for departmental services.
- ◆ Exercise independent judgment and work under minimum supervision.
- ◆ Ensure compliance with Federal, State, and local rules, laws, and regulations; learn, apply and interpret laws, regulations and rules; develop departmental policies and procedures.
- ◆ Prepare and monitor departmental operating and/or capital improvement program budgets.
- ◆ Think clearly and act effectively and quickly in emergency situations; adopt an effective course of action; supervise the management of major fires.
- ◆ Conduct thorough fire prevention and safety inspections.
- ◆ Supervise, train and evaluate assigned personnel.
- ◆ Plan, direct and review fire suppression, code compliance, emergency medical service, and hazardous materials emergencies operations and activities.
- ◆ Plan, organize, assign, and coordinate the activities of department staff.
- ◆ Identify and respond to community, City Manager and City Council concerns, issues and needs.
- ◆ Establish and maintain effective relationships with those contacted in the course of work.
- ◆ Communicate clearly and concisely, both verbally and in writing; read, understand and apply difficult materials; prepare clear and concise administrative reports.
- ◆ Analyze unusual situations and resolve through application of City policy and requisite knowledge; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- ◆ Conduct thorough investigations including research, collection, compiling, and analyzing information and data.
- ◆ Make public presentations.

- ◆ Operate related office equipment including a computer.

Special Requirements

- ◆ Possession of State Chief Officer Certification or Completion of Executive Fire Officer Program.
- ◆ Possession of Hazardous Materials Incident Commander Certification is desirable.
- ◆ Possession of or ability to obtain a Class “C” California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment as well as to function as the Incident Commander under emergency conditions. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- ◆ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ◆ Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments. Individuals may be exposed to noise, dust and inclement weather conditions; work under adverse conditions such as those inherent in attending emergency fire fighting situations.
- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment. Incumbents may be required to wear a uniform when appropriate. Availability for emergency calls.

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