



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Fire Chief
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

DEFINITION

Under the direction of the General Manager, the Fire Chief shall be responsible for the administration, operations, and functions of all the activities of the fire department, personnel, equipment, properties, assets, and liabilities, both from an operational and managerial standpoint. This will involve a total program for the protection and preservation of life and property. The position requires broad knowledge and a thorough understanding of modern fire administration, personnel management, fire prevention, fire training, fire suppression, and concepts and methods necessary to facilitate the determination of varied work, challenges, and problems. The Fire Chief must be capable of working independently in supervising all technical and general operations, seeing that desired work results are achieved. In addition to administrative responsibilities, the Fire Chief is expected to direct and supervise firefighting resources at the scene of emergencies and actively participate in fire control operations as needed.

This is an exempt management position.

ESSENTIAL DUTIES & RESPONSIBILITIES

Include, but are not limited to, the following:

- Accepts full responsibility for all Fire Department activities, operations and services including the areas of fire prevention, fire suppression, training, inspections, investigations, hazardous materials, disaster preparedness, emergency medical aid, rescue, and code enforcement.
- Develops, implements, and maintains Fire Department goals, objectives, policies, and priorities for appropriate services; ensures that established goals and priorities are achieved; develops a strategy and work plan for the successful achievement of program and project goals.
- Plans, directs, and coordinates the Fire Department work plan through direct supervision of officers and appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues. Analyzes operational and service demands and devises plans to satisfy needs. Informs the General Manager of safety services issues and department activities.
- Administers prevention programs within the District involving, weed abatement, plan checks, and building inspections. Works closely with cooperating agencies and various fire safety advisory

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groups to reduce fire hazards through monitoring and updating the District Strategic Plan.

- Reviews and evaluates service delivery methods and systems, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating guidelines to enhance services based on new technology or changes in the law. Oversees the selection, training, and evaluation programs for Fire personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes discipline.
- Upon acquiring State Fire Marshall certification, will act as the District's Fire Marshal.
- Monitors all Department personnel performance, conducts employee performance evaluations, recognizes positive and negative performance, and takes appropriate actions.
- Makes or oversees periodic personnel inspections and general inspections of vehicles, apparatus, and facilities.
- Serves as Emergency Operations Manager for the District and manages all phases of Disaster Preparedness programs, including the preparation and execution of emergency response plans for other District departments and the community.
- Cultivates good community relations by appearing before civic, fraternal, and other community groups.
- Prepares and administers the Fire Department's budget; monitors, reviews, and approves expenditures; advises appropriate department personnel on budget matters; makes adjustments to the budget as necessary.
- Advises the General Manager on service needs.
- Attends and participates in organizational, professional, and community meetings as necessary.
- Implements and oversees hazardous materials programs.
- Oversees the coordination, monitoring, and updating of mutual and automatic aid programs.
- Takes personal command of firefighting activities at major fires and other emergency situations as necessary.
- Stays current on issues relative to the full range of departmental services.
- Responds to and resolve sensitive and complex community and organizational inquiries and complaints.
- Represents the Fire Department and coordinates activities with other departments, divisions, and local, regional, and state organizations.

OTHER DUTIES & RESPONSIBILITIES

This is a management position that will require working outside of normal hours, such as weekends, holidays, and standby duty as required to discharge the duties of the position and operations of the Department.

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of:

- Techniques of operating principles and practices used in urban and suburban fire suppression, prevention, investigation, communications, training, emergency medical services, labor relations, disaster preparedness, and hazardous materials; emergency medical vehicles, apparatus, tools, equipment, devices, facilities, and their proper utilization and maintenance requirements; principles and practices of budget administration; methods and techniques of supervision, training, and motivation; applicable federal, state, and local laws, codes and regulations; occupational hazards and standard safety practices; GIS and its application to the Fire Department; methods and techniques for basic report preparation and writing; methods and techniques for record keeping; proper English, spelling and grammar.

Skill to:

- Operate a computer and use applicable software, i.e., Word, Excel, Publisher
- Operate two-way radio and other communications equipment.

Ability to:

- Plan, organize, implement, direct and evaluate department operations and the work of subordinate staff; make sound decisions and direct operations at the scene of all incidents; manage a comprehensive fire prevention and investigation program; select and supervise subordinate staff; manage and oversee the operations and activities of the department; supervise and direct the operations and activities of the department; courteously respond to community issues, concerns and needs; analyze a complex issue and develop and implement an appropriate response; prepare clear and concise administrative and financial reports; prepare and administer a municipal budget; analyze and evaluate new and existing methods and standard operating procedures; make adjustments to standard operating procedures as is appropriate; apply applicable laws, codes and regulations; work independently; communicate effectively, both orally and in writing; understand and follow instructions; establish and maintain effective working relationships.

EXPERIENCE & EDUCATION

The ideal candidate will have a well-rounded career that includes experience in fire prevention, training, wildland interface, operations, EMS, and marine safety.

- Candidates must possess at least ten years of increasingly responsible experience, including at least three years at a supervisory level.
- A bachelor's degree from an accredited college or university with a major in fire science, administration, emergency management, or a closely related field is preferred.

LICENSES & CERTIFICATIONS

- Possession of the California State Chief Officer Certification is required.
- A California State Plans Examiner Certification is desirable.
- A California State Fire Marshal Certification is desirable.
- Possession of a current Class "B" California Driver's License or Class "C."
- Emergency Medical Technician (EMT), Healthcare Provider CPR, and Hazardous Materials Incident Commander are required.