

Olivehurst Public Utility District

Agenda Item Staff Report



Meeting Date: June 18, 2020

Item description/summary: Fire Chief/Safety Officer position description

The Fire Chief/Safety Officer position description has not been updated since 2009. As the Board is considering filling this position, it is a good opportunity to review and update the position description.

Fiscal Analysis:

None

Sample Motion/Staff Recommendation:

Consider approving the revised Fire Chief/Safety Officer position description – D/A

Prepared by:

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OLIVEHURST PUBLIC UTILITY DISTRICT
FIRE CHIEF/SAFETY OFFICER

DEFINITION

Under administrative direction, to plan, direct, manage and oversee the activities and operations of the Olivehurst Public Utility District (OPUD) Fire Department, including fire suppression, fire prevention, emergency preparedness, public services and programs, and administration; to coordinate assigned activities with other District departments and outside agencies; to provide expert professional assistance to the Board of Directors, General Manager and others; and to perform related work as required.

EXAMPLE OF DUTIES

- Plans, organizes, assigns, directs, reviews and evaluates all Fire Department services and activities, including fire suppression, fire prevention, emergency preparedness, public services, programs, and administration.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Fire Department.
- Directs the preparation and administration of the Department budget.
- Confers with and provides professional assistance to District staff members on safety matters.
- Establishes, within District policy, appropriate service and staffing levels and allocates resources accordingly.
- Ensures the development and implementation of effective fire prevention and educational programs.
- Directs the evaluation, training and development of Department staff.
- Monitors Department programs and activities for effectiveness, including fire investigation, mapping and pre-fire planning, weed abatement, fire prevention inspections, construction/subdivision/site plan review, communication, etc.
- Ensures the proper maintenance of Department vehicles, apparatus, equipment and facilities; prepares bid details for the design and construction of new apparatus.
- Prepares a variety of correspondence and reports.
- Attends and makes presentations at the District board and committee meetings, interagency meetings, and other meetings and conferences as needed.
- Responds to difficult or sensitive complaints and requests for information from the public, news media and District staff.
- Performs fire fighting duties as required.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision.
- District organization and functions; laws, rules, codes, and regulations governing Fire

Department activities

- Applicable federal, state and local laws, codes and ordinances.
- Operational characteristics, services and activities of a comprehensive fire protection program.
- Modern principles, practices, techniques and equipment of fire service operations.
- Recent developments, current literature and sources of information related to fire science and safety.
- Modern office practices and technology including personal computer hardware and software.
- Safe work practices.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating activities of the Fire Department.
- Selecting, training, motivating and evaluating staff.
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards.
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Fire Department activities.
- Analyzing department support needs and ensuring prompt and efficient delivery of services, materials, and supplies.
- Interpreting, analyzing and applying federal, state and local laws, rules and regulations.
- Providing administrative and professional leadership and direction for the Fire Department
- Identifying and responding to community and District issues, concerns and needs.
- Preparing clear, concise and accurate reports, correspondence and other written materials.
- Planning and administering budgets; allocating limited resources in a cost-efficient manner.
- Reacting quickly and calmly in emergency situations.
- Making effective public presentations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Using computer technology and applications in the performance of daily activities.

REQUIREMENTS

Minimum Requirements:

In order to qualify for this position, the following requirements must be met at the time of evaluation for the position, and these requirements must be maintained by individuals throughout the employment with the District. Failure to maintain these requirements would disqualify the applicant from further consideration, and will serve to disqualify the individual from continuing to serve in said position, if hired.

- Equivalent to the completion of the twelfth grade.

- Must be insurable by District's auto liability insurer.
- Possession of valid Class B California Drivers License.
- Must be insurable by the District's liability insurer.
- Certification as Emergency Medical Technician (EMT) I or higher.
- Cardio Pulmonary Resuscitation (CPR) certification.
- The Fire Chief must reside within a range of fifteen (~~15~~30) minutes response time from the Fire Station.
- This position requires a thorough background check.
- Compliance with current approved version of OPUD Fire Chiefs Code of Conduct.

Preferred requirements:

- Equivalent to graduation from a two year college with major course work in Fire Science or a closely related field.
- Experience with computerization as it relates to fire departments, supplemented with additional course work in Public Administration.
- Certification as Fire Equipment Operator (issued by State Fire Marshal Office).
- Certification as Fire Fighter I (issued by State Fire Marshal Office).
- Certification as Fire Fighter II (issued by State Fire Marshal Office).
- Certification as two of the following (Fire Instructor 1, Fire Prevention Officer, Fire Investigator 1 or Fire Command) issued by State Fire Marshal Office.
- Eight (8) years of recent, broad, and extensive experience in the major functions of a fire department (preferably with a public agency), at least 4 of which at the rank of Captain or higher.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; think and act quickly in emergencies; effectively deal with personal danger; maintain physical condition appropriate to the performance of assigned duties and responsibilities including running, walking, crouching or crawling during emergency operations, moving equipment and injured/deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, operating assigned equipment and vehicles; work in an environment with exposure to fire and smoke, extreme heat and cold, diseases, medical hazardous waste, harsh or harmful chemicals, cleansing agents, other skin irritants and other potentially hazardous substances; maintain effective audio-visual discrimination and perception needed for making observations, distinguish color, sound, texture, odor, and shape; hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; involves VDT exposure.

JOB TENURE

The Fire Chief is a management level employee of the Olivehurst Public Utility District. The position is "at-will", and the Fire Chief serves at the pleasure of the Board of Directors. The Fire Chief does not acquire or hold a property interest in his or her position or employment.

The Board delegates to the General Manager the authority to remove the Fire Chief from his or her employment with the District, with or without legal cause. Although the removal may be “without cause”, it shall be for a reason or reasons as provided by the Firefighters Procedural Bill of Rights Act, and the removal procedure shall comply with the Firefighters Procedural Bill of Rights Act.

If the removal is “without cause”, it shall not take effect until 60 days after delivery of written notice of removal. The General Manager may place the Fire Chief on paid administrative leave for all or any portion of the 60-day notice period.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.