

# JOB DESCRIPTION

## City of Canyon Lake

### Fire Chief

#### DEFINITION

The Fire Chief is responsible for organization and direction of the fire department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

The Fire Chief reports to the City Manager. This position is responsible for directing the activities of the fire department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all firefighters and ensuring that fire fighters have adequate training. The Fire Chief is responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. The Fire Chief will develop all policies and procedures concerning firefighting in accordance with municipal ordinances, state law, and federal laws and regulations. Providing adequate fire services will enhance the safety of residents and may prevent or reduce unnecessary injury, loss of life or damage or destruction of property as a result of fire.

#### CLASS CHARACTERISTICS

Department/Division: Public Safety/Fire Department

Reports to: City Manager

May Supervise: Fire Captain, Fire Engineer, and Firefighter.

#### ESSENTIAL FUNCTIONS

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Develop, review, and implement all firefighting policies and procedures in accordance with municipal ordinances, state law, and federal laws and regulations.

##### Main Activities:

- Establish appropriate firefighting techniques
- Plan firefighting strategies
- Ensure firefighting policies and procedures are strictly adhered to
- Make recommendations on changes to the firefighting policies and procedures

2. Recruit, train, and direct the activities of city firefighters in order to ensure that trained firefighters are available in the event of a fire.

**Main Activities:**

- Recruit and orient temporary or part time firefighters
- Ensure a high level of morale among firefighters
- Facilitate the training of firefighters
- Evaluate the performance of firefighters
- Discipline and/or dismiss firefighters if necessary

3. Inspect firefighting equipment in order to ensure appropriate equipment is available as required.

**Main Activities:**

- Inspect the fire apparatus on a regular basis
- Make recommendations on the replacement and/or repair of equipment
- Make inspections of places of business to ensure compliance with regulations

4. Takes command in the event of a fire in order to ensure a safe, effective, and controlled response.

**Main Activities:**

- Ensure effective command and control techniques are in place at the scene of the fire
- Make all decisions concerning the appropriate response to and fire fighting methods
- Direct all activities at the scene of the fire
- Ensure that fire fighters are responding in a safe and appropriate manner
- Investigate the cause of fire once it has been extinguished

5. Complete administrative tasks as required.

**Main Activities:**

- Maintain records on incidents of fire, injuries, and loss of property
- Prepare reports on all areas of firefighting
- Monitor the firefighting budget
- Implement fire prevention education and awareness programs

6. Perform other related duties as required

## QUALIFICATION GUIDELINES

### Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fire Chief. Possession of a high school diploma or GED, at least seven (7) years of paid, verifiable, experience as a firefighter, including three (3) years experience as a superior officer (for example as Lieutenant, Captain, Deputy Chief, or Chief). Must be certified in emergency medical care at the level of first responder or higher, must possess and maintain a valid California Driver's License, and must successfully pass a background check and drug screen.

### Knowledge, Skills, and Abilities

Must have proficient knowledge in the following areas: firefighting techniques and methods, command and control techniques, fire investigation and evidence gathering techniques, firefighting training programs, training techniques and methods, firefighting public education and awareness programs, public safety theories and methods, emergency response techniques, emergency procedures, emergency first aid and CPR, volunteer training, development and recognition.

Must demonstrate the following skills: Leadership skills including the ability to take full command at the scene of a fire, analytical and problem solving skills, decision making skills, negotiations skills, effective verbal and listening communications skills, ability to deal effectively with people in difficult situations, effective written communication skills including the ability to prepare reports and business documents and correspondence, effective public relations and public speaking skills, research and program development skills, stress management skills and time management skills.

Must demonstrate the following personal attributes: Maintain standards of conduct, be respectful, possess cultural awareness and sensitivity, be flexible, demonstrate sound work ethics, and be consistent and fair.

### Special Requirements

Possession of or ability to obtain and maintain, a Class C California Driver License and a satisfactory driving record. Be certified in emergency medical care at the level of first responder or higher.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Physical Demands

The Fire Chief may be involved in draining and exhausting activities, which may include taking command of a fire scene, participating (through command functions) in emergency response situation and may be in or near physically dangerous situations. The Fire Chief will require extreme levels of concentration during a firefighting situation. The Fire Chief may experience very high levels of mental and emotional stress caused by the requirement to command fighting fires in an effective manner, the requirement to maintain absolute control in potentially dangerous and hectic situations including the possibility of loss of life, injury, and property loss.

### Working Conditions

The Fire Chief will usually work administratively within a typically office building, however, when commanding a fire scene the Fire Chief will have increased exposure and risk. The Fire Chief will be exposed to water in extreme weather conditions, noxious smoke and fumes as a result of fire, environments that are dangerous, busy, and noisy. The Fire Chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing, and sight.

### NON-DISCRIMINATION AND HARASSMENT POLICY

The City of Canyon Lake will not tolerate unlawful discrimination and/or harassment. All forms of discrimination and harassment are prohibited.

### HUMAN RESOURCE POLICIES AND INFORMATION

The City of Canyon Lake's Personnel Policies and information are kept on file with the City Clerk. Copies of these detailed policies are available by request, and are covered in employee orientation meetings.

## AGREEMENT FOR INTERIM FIRE CHIEF

THIS AGREEMENT made and entered into this 29th day of June 2015, between the CITY OF CANYON LAKE, a municipal corporation, hereinafter referred to as "City" and Michael Wilson, hereinafter referred to as "Employee."

### RECITALS

WHEREAS, the City has a need to appoint an Interim Fire Chief; and

WHEREAS, the Employee has represented and City has confirmed that he has the necessary skills and qualifications to perform the services specified under this Agreement; and

WHEREAS, the City wishes to define its relationship with Employee under the terms and conditions set out herein; and

WHEREAS, the City desires to retain Employee for services hereinafter described on the terms and conditions set out here; and

WHEREAS, the City's Municipal Code authorizes the City Manager to enter into this Agreement as part of the appointment of an Interim Fire Chief.

NOW, THEREFORE, the parties hereby agree it as follows:

1. **Scope of Services:** Employee agrees to act as the City's Interim Fire Chief to carry out the duties set out in the job description attached and incorporated herein as described in Exhibit "A" and as further described in Chapter 2.34 of the Municipal Code.

a. Employee is not authorized to carry a weapon as part of his responsibilities as the Interim Fire Chief. Employee separately and at his own risk may carry a personal weapon with a valid and current CCW permit. The use of any such weapon shall comply with the standards required for the Employee's CCW permit.

b. Employee shall not engage in any vehicular pursuit. Employee shall not use deadly force in normal scope of duty. Employee is not authorized to arrest except for cite and release as set out under Penal Code Section 836.5 and Canyon Lake Municipal Code Section 1.08.

2. **Terms of Employment:**

a. As full consideration for the duties performed, Employee shall be paid at the rate of \$40.00 per hour as shall be set and adjusted by City in its annual budget. Payment shall be made by City based upon the same pay cycle, paydays and method of payment as that of regular City employees. Appropriate State and Federal withholding taxes and deductions shall be taken. It is expressly understood that Employee's term of employment shall not exceed nine hundred sixty (960) hours in any calendar year.

b. Employee shall not be entitled to any benefits from City, whether retirement, or vacation pay; notwithstanding, Employee shall receive 1 hour of sick leave for every 30 hours of work performed for the City, and be covered by City's Workers Compensation and liability coverage.

c. **Expense Reimbursement:** The Interim Fire Chief will receive reimbursement for mileage necessarily incurred by him in the performance of his duties. Mileage reimbursement shall be at the IRS rate.

d. **Work Aids:** Interim Fire Chief is entitled to be reimbursed \$40 per month for cell phone usage related to work.

e. **Claim Form:** He shall submit invoices for expense reimbursement in the same manner as other employees

f. Employee shall work under the general direction of the City Manager. Provisions of existing City Personnel Rules (as those may be amended from time to time) shall be applicable to Employee only as provided here or in such Rules and Employee shall not acquire any employment rights. Employee shall be covered by the Firefighters Bill of Rights as set out in Chapter 2.34 and applicable provisions of State law. Employee is an at-will employee. In compliance with state law, Employee may not use alcohol or controlled substances in any way while on duty, or smoke tobacco products or "vape" when in the City vehicle.

3. **Provision of Uniforms and Equipment:** City shall provide Employee with an appropriate uniform and badge.

4. **Assignment of Agreement:** Employee shall not assign, in whole or in part, any performance or any right under this Agreement.

5. **Termination:** This Agreement may be terminated by either party, without cause, upon thirty (30) days prior written notice to the other and shall be deemed given when delivered personally or placed in the US Mail, first class, addressed as follows:

TO CITY:                   City of Canyon Lake  
                                  31516 Railroad Canyon Road  
                                  Canyon Lake, CA 92587  
                                  Attn. City Manager

TO EMPLOYEE: \_\_\_\_\_  
                                  \_\_\_\_\_  
                                  \_\_\_\_\_

6. **Entire Agreement:** City and Employee agree that this Agreement constitutes the entire agreement of the parties regarding the subject matter described herein and supersedes all prior communications, agreements, and promises, either oral or written. Any amendments shall be in writing and signed by both parties. No waiver of any term or condition of this Agreement shall be a continuing waiver thereof.

CITY OF CANYON LAKE

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

DATED: \_\_\_\_\_

EMPLOYEE:

By: \_\_\_\_\_  
Michael Wilson