

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

FIRE CHIEF

Revision #

Date: 9/12/2005

Approved By: *Signature on File*

Reports to: Board of Directors

Supervisory Position: Yes **PFA:** No **Safety:** Yes **FLSA Exempt:** Yes

General Position Description

Under the general direction of the Board of Directors, is responsible for carrying out the mission of the Fire Protection District. Responsible for the management, leadership, and supervision of all District activities including fire prevention, suppression, emergency medical services, rescue services, hazardous materials release mitigation, master planning, and fiscal oversight. The Fire Chief is also responsible for the oversight of Emergency Operational Planning for the Town of Apple Valley.

Principle Duties and Responsibilities

- Responsible for implementing public policy set forth by the Board of Directors.
- Actively participates with service clubs, civic groups, schools, other organizations and local agencies to advance the overall public safety and health of the community as appropriate.
- Responds to fire and emergency calls as needed, evaluates situations, and manages emergency incidents using accepted incident management systems protocols.
- Responsible for appointments, promotions, suspensions, and terminations. Initiates disciplinary actions within District policy.
- Establishes and maintains adequate fire defense during fires and directs fire fighting efforts.
- Recommends program and service enhancements to the Board of Directors.
- Participates in professional associations and training activities to stay current on trends and best practices within the fire service.
- Supervises the maintenance of District vehicle and apparatus fleet and equipment.
- Insures proper reporting of incident activity including monthly and annual statistical reports. Is responsible for the records management systems.
- Develops and updates programs for emergency situations and safety procedures.

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- Recommends purchases, prepares specifications, and solicits bids for various equipment needs.
- Makes recommendations to the Board of Directors on matters affecting the District including long range planning and fiscal considerations.
- Initiates the development of District related ordinances and regulations.
- Responsible for the development and monitoring of the District budget.
- Maintains a variety of files on personnel, scheduling, correspondence, training, attendance, and general information.
- Ensures local, state, and federal rules, laws and regulations relating to fire and public safety are followed for developments within the Fire District.
- Assists with enforcement of fire code violations.
- Ensures department maintains an acceptable fire incident reporting system and submits fire incident data to state and federal agencies.
- Responsible for applying for grant funding for appropriate projects and equipment.

Minimum Qualifications

As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Safety Personnel Category I.