

**City of Imperial Beach  
Position Description**

**Title:** Public Safety Director/Fire Chief  
**Department:** Fire  
**Division:** Management

**GENERAL PURPOSE**

Under administrative direction, to plan, organize and direct the City's fire prevention, fire suppression and medical emergency services, ocean /beach safety services, animal control services; to act as City liaison with the County Sheriffs Department; to administer the City law enforcement contract; and to perform related work as required.

**SUPERVISION RECEIVED**

Works under the general supervision of the City Manager

**SUPERVISION EXERCISED**

Exercises supervision over all assigned supervisors

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, organizes, coordinates. And directs the City's program for the prevention and suppression of fire and provision of emergency medical services; may direct fire fighting operations during major alarms.

Analyses 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.

Prepares and directs the development of policies, procedures, and rules to be observed in the administration of departmental programs.

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.

Recommends selection of personnel and enforces departmental rules and regulations; 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.

Supervises the conduct of special studies and projects and the preparation of comprehensive reports; advises City Manager of departmental activities; submits department budget requests and directs administration of the budget

**City of Imperial Beach**  
**Public Safety Director/Fire Chief**  
**Page 2**

Establishes standards of performance for each position supervised; reviews and acts upon reports and recommendations of subordinate managers; prepare Department goals and objectives;

Monitors and maintains level of law enforcement through the administration of the contract for services by the sheriffs Department; meets with members of the sheriffs Department; advises the City Manger, Assistant To The City Manager and Council on status of contracted law enforcement services; and performs related work as required.

Identify and respond to concerns, issues and needs of the City Manger, Assistant to the City Manager, City Council and Community as appropriate.

**PERIPHERAL DUTIES**

May serve as Acting City Manager as deemed necessary; Performs other related duties and responsibilities as assigned by City Manager.

**DESIRED MINIMUM QUALIFICATIONS**

**Education & Experience**

- (A) Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.
- (B) Graduation from a college or university with a major in fire science, public administration, or a related field and progressively responsible supervisory and management experience in a fire department providing services similar to those provided it the City of Imperial Beach.
- (C) Three years (3) of administrative and supervisory experience.

**KNOWLEDGE OF**

Principles of fire services, administration, general management and organization; Local, state and federal laws, codes and ordinances pertaining to fire safety and enforcement; modern fire suppression and prevention principles, methods, practices and techniques; modern fire investigation methods and techniques; principles of personnel deployment, supervision and training; principles of hydraulic and construction engineering; maintenance of buildings and equipment used in fire suppression; emergency medical services; storage and handling requirements for hazardous materials, such as gasoline, chemicals, explosives, paints, gasses and other flammables; City geography and water systems; public speaking and public relations techniques; appropriate safety precautions and procedures; advanced principles of supervision and training; appropriate safety precautions and procedures; ability to supervise the work of others

and to develop morale and discipline; ability to establish and maintain effective working relationships with others.

### **ABILITY TO**

Plan, organize and supervise Fire Department personnel; Exercise independent judgement and work with a minimum of supervision; Communicate effectively with the public; Apply laws, ordinances and regulations to situations of potential fire hazards; maintain accurate records; Read understand and apply difficult materials; write clear, concise and comprehensive reports; act quickly in an emergency and adopt an effective course of action; Analyze facilities and equipment and recommend corrective action; Operate a vehicle observing legal and defensive driving practices; Understand and carry out oral and written instructions; conduct a public fire prevention educational program; conduct through fire investigations; conduct through fire prevention and safety inspections; read blueprints; Establish and maintain effective relationships with those contacted in the course of work; Establish record keeping systems; process and adjust grievances in accordance with labor agreements;

### **TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing; spreadsheet and data base software; 10- key calculator; phone; copy machine; fax machine.

### **PHYSICAL DEMANDS**

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.