

BIG BEAR FIRE AUTHORITY
Job Description

CLASSIFICATION: FIRE CHIEF
DEPARTMENT: Suppression/Safety
FLSA CATEGORY: Exempt-Executive
CONFIDENTIAL: Yes
REPORTS TO: Board of Directors
APPROVED BY: Board of Directors
APPROVED DATE: June 7, 2016

SUMMARY

“Key Employee” who is under general direction of Big Bear Fire Authority (Authority) Board of Directors (Board), plans, directs and coordinates the Authority’s ambulance transport, fire suppression, prevention, investigation, inspection, disaster and emergency preparedness and other service functions; oversees the ambulance operating area extending beyond the Authority’s direct protection area. Oversees new development within the Authority’s direct protection area; administers the Authority, Big Bear Lake Fire Protection District (Fire District) and the Big Bear City Community Services District Safety (CSD Safety) budgets to include revenue and expenses for general property tax, developer impact fees, community facilities district fees, special parcel assessments, patient transport revenue, cost recovery, capital reserves and expenditures; establishes and maintains relationships with the public and community; performs related duties as required. In coordination with the City of Big Bear Lake (City), Fire District, CSD Safety, administers public education and communication programs. Along with Human Resources, oversees the fire department employees of the Authority, the City, the Fire District, and CSD Safety with regard to personnel, risk management, and Workers’ Compensation issues.

ESSENTIAL DUTIES

- Develops and implements, both proactively and reactively, policies, rules and regulations pertaining to patient transport, fire suppression, inspection, prevention, emergency and related services; ensures that policies are administered equitably and efficiently. Works cooperatively regarding community development, land use, and development policies. Works cooperatively with Human Resources on personnel and Workers’ Compensation policies, including issues related to employee memorandums of understanding, personnel policies, rules and regulations, and related matters.

- Plans, directs, and coordinates the staff engaged in preventing and suppressing fires, saving lives and property, enforcement of fire ordinances, laws, and codes; may direct firefighting operations during major alarms; ensures that activities are conducted in accordance with related ordinances, laws, codes, department policy, rules and regulations.

- Plans, directs, and coordinates staff, in conjunction with other public safety staff, in managing the access and overall safety of the Authority's direct protection area, including issues within the sphere of influence to that of the National Forest. Works with the City, County of San Bernardino, National Forest Service, and volunteer/non-profit organizations in developing land use policy and approaches that allow for suitable development, while respecting the natural terrain and ability to provide property protection and fire response.
- Plans and coordinates the jurisdiction's Fire Safety Division through the Assistant Chief/Fire Marshal; directs the enforcement of federal, state, and local laws, codes and ordinances covering construction and safety in coordination with the Building and Safety officials for new building construction.
- Administers annual budgets of the Authority, CSD Safety, and Fire District; conducts or directs the conduct of special studies, and preparation and presentation of reports regarding emergency medical, fire and other emergency services. Manages special district financing that has been established, or could be established, including annexations, community facility district levies, developer impact levies, parcel tax levies, patient transport revenues and cost recovery fees for service.
- Advises, and otherwise provides assistance to the Board(s), local officials and the public, regarding fire, emergency medical, and/or other emergency service issues. In conjunction with other department chiefs, shift supervisors, and human resources, will authorize the selection of employees; plans and organizes work; develops and establishes work methods and standards; directs maintenance of jurisdictions records and reports; directs staff training and development; reviews and evaluates employee performance; reviews, recommends and executes disciplinary action as needed, including investigations.
- Represents the jurisdiction, or delegates such authority, in relations with local community members, City, CSD, county, state, and federal agencies, and other professional organizations, including but not limited to Con-Fire Dispatch, Inland Counties Emergency Medical Agency (ICEMA), Emergency Medical Care Committee (EMCC), County Chiefs, Cal-Chiefs, and California Fire Districts. Cooperates with other local and regional jurisdictions on programs and services that are of regional benefit.
- Recognizes the service relationship between the Fire District, CSD Board, the City of Big Bear Lake City Council (City Council), and the Authority Board. Works cooperatively as part of the executive management team and contributes to solving issues facing the community.

KNOWLEDGE/ABILITIES

Knowledge of: modern municipal fire administration and organization; methods, techniques and equipment used in modern firefighting; laws affecting fire prevention; laws regarding patient treatment and transportation; principles and practices of supervision; operating principles and practices involving law enforcement and prevention.

Ability to: plan, organize and coordinate jurisdiction activities; assume command at emergencies and provide leadership; prepare and present reports; communicate effectively both orally and in writing, with modern computer equipment with the executive team, labor groups, City Council, CSD Board, community members, and/or groups; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; apply effective human relations skills when dealing with others.

LICENSE/INSURANCE ELIGIBILITY

- Possession of a valid California Class C Driver License
- Ability to meet eligibility standards for motor vehicle insurance coverage established by the Authority's insurance carrier

EDUCATION/TRAINING/EXPERIENCE

Knowledge of the principles, systems, procedures, practices, and methods employed in fire prevention and investigation; knowledge of fire fighting methods, equipment, and apparatus; knowledge of fire engineering principles, systems, and equipment used in detecting and suppressing fires; knowledge of departmental policies and procedures; knowledge of Human Resources rules and regulations regarding performance appraisal, administrative investigation, and discipline.

Must possess the ability to carry out the duties and responsibilities of this job and deal effectively with employees, property owners, and the general public. The individual should be able to exercise sound judgment, be able to plan, be well organized, have good verbal and written communication skills, work well under pressure, and be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet. The individual should be able to provide administrative and professional leadership and direction for staff. The individual should have the ability to establish and maintain effective working relationships with the staff, the suppression team, and the board(s) of directors.

Seven years of related full-time paid experience; or a Bachelor's degree from a recognized four-year college or university, and/or California State Fire Marshal Chief Officer Certification and three years related full-time experience; or equivalent combination of education training and/or experience. Knowledge of computer environments including word processing, spread sheets, and databases.

PHYSICAL DEMANDS

The physical demands 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. The physical demands are: sitting, standing, walking, stooping and bending; dexterity and coordination to handle files, single pieces of paper, and use of a personal computer; dexterity and coordination to handle fire equipment, apparatus and large and small tools; occasional lifting of objects weighing up to 100 pounds; ability to reach for items above the head and below the feet; climb up and down ladders; enter confined spaces and other areas; corrected visual acuity sufficient to read gauges and observe conditions at emergency sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions. During major incidents, walks on uneven or slippery surfaces and moves from place to place at emergency sites.

WORK ENVIRONMENT

The work environment characteristics are representative of those 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 essential job functions are as follows: works in both outdoor and indoor environments; works under significant risk conditions such as fire, injury, death, and exposure to hazardous materials; occasional work in confined areas; works under stressful situations during emergency incidents including internal/external political/administrative demands; and is on-call at all times in the event of an emergency.

While performing the duties of this job: the employee works at elevations of 6,700+ feet and is exposed to outside weather conditions involving snow and extreme cold in winter months; exposed to moving mechanical parts; required to meet department's grooming standards; may be exposed to: wet and/or humid conditions, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and other communicable diseases, extreme heat, risk of electrical shock, explosives, vibration, and noise levels in the work environment that are usually loud; is on time and works at work locations during scheduled hours.