

## CITY OF BURBANK

### FIRE CHIEF

#### DEFINITION

Subject to administrative determination of policy, to plan and direct the work of the Fire Department in the protection of life and property from losses due to fire; to develop city-wide program of fire prevention; and to do related work as required.

#### ESSENTIAL FUNCTIONS

Plans, directs, and reviews activities of personnel performing fire inspection, prevention and fire fighting; makes recommendations for the establishment and maintenance of an adequate fire defense; directs fire fighting; makes assignments and supervises subordinate officers in the care and maintenance of equipment, stations, hose, appliances and other supplies, and equipment; supervises subordinate officers in the development and operation of fire training and fire prevention programs; initiates and advises on the development of ordinances and regulations; reviews reports on departmental activities; prepares reports for City officials and state and national organizations interested in fire prevention; studies the standard rating schedule of the National Board of Fire Underwriters and prepares plans for improving the City's rating; supervises tests of equipment and inspections of personnel, equipment, and quarters; prepares department budget estimates; supervises the preparation and maintenance of records and reports; prepares long range plans for the development of the department; requisitions supplies; approves pay rolls; meets with community groups and officials to explain and improve the program of the department; attends conferences and meetings on fire prevention and extinguishment problems; prepares articles and delivers speeches; plans and develops an auxiliary fire fighting program as part of a civilian defense plan; coordinates activities of the department with those of departments responsible for water service on problems relative to fire protection; responds to emergency calls when off duty; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - fire administration including organization, staffing, financing, equipment management and maintenance, and records and reports; modern fire prevention and inspection methods; modern fire fighting techniques and problems including those involved in industrial, commercial and residential structures and in large fuel fires; the laws and regulations relating to the control and prevention of fire; the capabilities and limitations of a wide variety of fire fighting equipment, fire alarm transmission, equipment maintenance and drill procedures.
- Ability to - plan, lay out and review the activities of the Fire Department and to maintain discipline; inspect the effectiveness of a large fire fighting organization and to institute improvements; prepare and review reports; establish and maintain satisfactory working relationships with subordinates, other officials and the public; address an audience effectively.

**Education/Training:** Graduation from an accredited college or university with a Bachelor's degree in fire science, public administration, business administration, or related field and five years of progressively responsible administrative and supervisory experience in a large fire department, three years of which shall have been equivalent in type and level to at least that of a Fire Battalion Chief in the City of Burbank.

**Special Conditions & Requirements:** Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** A Master's degree in fire science, public administration, business administration, or related field.