

**CITY OF REDWOOD CITY
ADMINISTRATIVE CHIEF/FIRE MARSHAL**

DEFINITION

To plan, develop and implement effective administrative, fire prevention, investigation and public education programs.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Fire Chief.

Responsibilities include direct and indirect supervision of all administrative and fire prevention personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Administer the Fire Department budget.
2. Coordinate and supervise Fire Department participation in a permit services center.
3. Develop and pursue revenue-generating programs and implement fees for service.
4. Coordinate administrative and prevention activities between Fire Department divisions, other City departments, outside agencies and the public.
5. Manage and supervise administrative, fire prevention, and investigation functions and personnel.
6. Manage the Fire Department computer program and system.
7. Provide public information and attend City and Community meetings.
8. Analyze programs, projects, and processes and identify their effectiveness through analysis of statistics.
9. Evaluate the technical expertise and performance of administrative and fire prevention personnel.

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10. Coordinate code enforcement with federal, state and local officials.
11. Propose, develop and implement ordinances that improve fire and life safety.
12. Review codes, regulations and ordinances and recommend effective changes.
13. Evaluate fire and life safety hazards and insure they are being effectively mitigated.
14. Develop and maintain an effective data collection system that provides effective review of Fire Department activities.
15. Perform work with a record of punctuality and regular attendance.

OTHER JOB RELATED DUTIES

1. Oversee review of building construction and fire protection system plans for conformance to fire and life safety standards.
2. Develop, administer and evaluate effective administrative systems.
3. Conduct research and provide reports that clearly present issues, solutions and implementation methods.
4. Coordinate and evaluate fire and life safety inspections conducted by the operations section.
5. Coordinate training relating to administration and prevention with the training section.
6. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, and practices of modern municipal leadership, fire protection management and supervision.

Applicable local, state and federal laws, codes and regulations.

Principles and techniques of building construction and safe building occupancy.

Methods of conducting research and preparing reports.
Principles of negotiation and mediation.

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Methods, techniques and equipment used in Fire Department operations.

Principles and practices of organizational development, budgeting and personnel management.

Computer systems that facilitate Fire Department operations.

Ability to:

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Establish effective administrative systems.

Analyze data and effectively present conclusions.

Manage a variety of administrative tasks, including clerical support, budgeting, financial processing, personnel administration and procurement.

Participate effectively as a management team member.

Manage and effectively utilize computer systems.

Communicate effectively and clearly, orally and in writing.

Mediate issues as appropriate.

Interpret laws, codes and regulations and determine appropriate alternative methods as necessary.

Plan, organize and participate in a comprehensive fire prevention and fire loss management program.

Develop and implement effective fire loss management mitigation policies and procedures.

Supervise, evaluate and train personnel.

Represent Fire Department policies with contractors, developers and the public.

Effectively present fire protection issues at community meetings.

Provide effective long-range planning and policy development.

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Maintain records and prepare reports.

Skill to:

Analyze data and present conclusions.

Provide leadership, management and supervision.

Develop administrative systems.

Operate modern office equipment and computers.

Operate a motor vehicle safely.

Effectively communicate orally and in writing.

Evaluate the effectiveness of personnel, administrative systems and Fire Department operations.

Experience and Training Guidelines:

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Four years of professional fire protection, design review and code enforcement experience and four years experience at the management level, including supervision of staff.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in management, fire protection or related fields.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Executive Fire Officer Certification is highly desirable.

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Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to sit, stand, walk, kneel, crouch, squat, stoop, reach; exposure to outdoors, heat, confining work space, electrical and chemical hazards and dust.

Ability to visit and move about construction sites, fire scenes, and emergency sites to evaluate investigation activities.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

- | | |
|--------|---------|
| 1. SWE | 8. SME |
| 2. SWE | 9. MAE |
| 3. SME | 10. MME |
| 4. SDE | 11. OAE |
| 5. SDE | 12. OAE |
| 6. SDE | 13. MME |
| 7. SWE | 14. OAE |
| | 15. SDE |

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: May, 1997

Bargaining Group: Redwood City Management Employees' Association