

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

Subject: Human Resources – Recommendation to Approve the Revised Class Specification for Fire Chief and that the City Council Authorize an Examination to Fill the Position on a Promotional Basis.

RECOMMENDATION

Recommendation of the Human Resources Director and the Civil Service Commission that your Honorable Body approve the proposed revised class specification for Fire Chief and approve conducting the examination on a promotional basis provided that a minimum of eight City employees file applications that are accepted.

FUNDING

Not applicable.

BACKGROUND AND ANALYSIS

CLASS SPECIFICATION

The Fire Chief has indicated his intent to retire effective July 2008 and there is a corresponding need to conduct a Civil Service Examination. The City Manager requested a review of the class specification (which was last revised in 1986) to ensure it accurately reflected the current responsibilities of the position prior to conducting the examination. The proposed class specification includes revised duty statements and broader experience and education requirements.

The class specification required revision to accurately reflect the full range of duties including responsibility for disaster preparedness and hazardous materials, to add knowledge and ability statements and to broaden the experience and education requirements. In addition, the format of the class specification has been updated.

The Civil Service Commission at their meeting of April 21, 2008 unanimously approved the proposed revised class specification which has been prepared and is submitted to your Honorable Body for your review and approval.

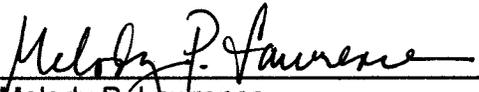
ORDERING OF EXAMINATION

Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. When filling department head positions, the City Manager is entitled to five names (TMC 14.17.2b).

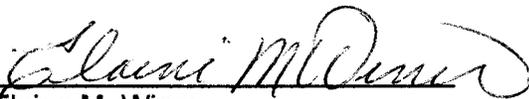
At their meeting on April 21, 2008, the Civil Service Commission concurred with the recommendation that the examination for the position of Fire Chief be conducted on a promotional basis. Staff anticipates that there are a sufficient number of current City employees who meet the minimum education and experience requirements to file. However, it is uncertain how many of the employees will actually file applications that will be accepted. To ensure that there is a sufficient field of competition, it is recommended that the exam be conducted on a promotional basis, if a minimum of eight applications are filed and accepted. In an effort to be time efficient, staff also recommends a contingency that should less than eight applications be accepted that meet the requirements to conduct a promotional examination, then it will be cancelled and be conducted on an open competitive basis.

Respectfully submitted,
CIVIL SERVICE COMMISSION
Thomas L. Doty, Chair

ELAINE M. WINER
Human Resources Director

By 
Melody P. Lawrence
Human Resources Manager

CONCUR:


Elaine M. Winer
Human Resources Director


Laura Lobnes
Acting Civil Service Manager

NOTED:


LeRoy J. Jackson
City Manager

Attachments:

- A) Civil Service Commission April 21, 2008 Items 2 & 3
- B) Proposed Revised Class Specification Fire Chief
- C) Existing Class Specification Fire Chief

April 16, 2008

Commission Meeting
April 21, 2008

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

Subject: Approval of Proposed Revised Class Specification for Fire Chief

BACKGROUND

The Fire Chief has indicated his intent to retire effective July 2008 and there is a corresponding need to conduct a Civil Service Examination. The City Manager requested a review of the class specification (which was last revised in 1986) to ensure it accurately reflected the current responsibilities of the position prior to conducting the examination. The proposed class specification includes revised duty statements and broader experience and education requirements.

The revised class specification has been prepared and is submitted to your Honorable Body for your review and approval.

ANALYSIS

The class specification required revision to accurately reflect the full range of duties including responsibility for disaster preparedness and hazardous materials, the addition of knowledge and ability statements and a revision the experience and education requirements. In addition, the class specification has been updated to the current format.

The following duty statements were updated and reflect the full range of responsibilities:

- Plans, organizes, coordinates, and directs through the Fire Division Chief and Fire Battalion Chiefs all City fire service functions, including fire prevention and inspection, fire suppression, disaster preparedness, paramedic services, maintenance of appropriate records, and related support services.
- Prepares and recommends long-range plans for fire and emergency medical service programs; develops proposals for action on current and future needs.
- Makes final interpretations of City regulations and various ordinances, related to fire safety and hazardous material codes and applicable laws to ensure compliance.

The following knowledge and ability statements were added to the revised class specification:

Knowledge of:

- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.

Ability to:

- Interpret and apply Memorandums of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.

The Education and Experience section has been modified to allow the Fire Division Chief to qualify for the examination and reads as follows:

Ten years fire service experience and current rank of Fire Division Chief, Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/ Public Administration or a related field may be substituted for three years of the required experience.

RECOMMENDATION

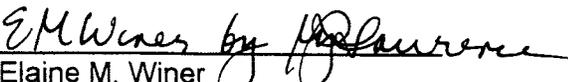
The Human Resources Director recommends that your Honorable Body approve the proposed revised class specification of Fire Chief and forward to the City Council for adoption.

Respectfully submitted,



 Melddy P. Lawrence
 Human Resources Manager

CONCUR:



 Elaine M. Winer
 Human Resources Director



 Laura Lohnes
 Acting Civil Service Manager

Attachments:

- 1) Proposed class specification Fire Chief
- 2) Existing class specification Fire Chief

April 16, 2008

Commission Meeting
April 21, 2008

Honorable Chairman and members
of the Civil Service Commission
City Hall
Torrance, California

Honorable Members:

SUBJECT: ORDERING OF EXAMINATION – FIRE CHIEF

SALARY: Reference point for this position is set at \$16,781 per month.

BASIS: Torrance Municipal Code Section 14.1.29 provides that examinations to fill department head vacancies can be either open or promotional as determined by the City Council after a recommendation by the Civil Service Commission. When filling department head positions, the City Manager is entitled to five names. Staff estimates there are a sufficient number of City employees that meet the requirements for this position. Therefore, staff recommends this examination be conducted on a promotional basis. However, should less than eight qualified employees apply, then it is requested the examination be re-opened and be conducted on an open competitive basis.

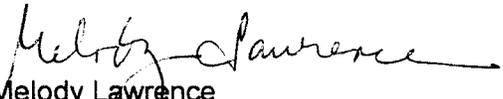
EXAMINATION PARTS/WEIGHTS:

100% technical interview is recommended. The examination will consist of a qualifications screening, followed by a pass/fail Accomplishments Survey prepared by the candidate. The Accomplishments Survey provides a more in depth evaluation of qualifications and writing skills. Additionally, the Accomplishments Survey responses will be provided to the interview panel to provide structure to the interview process.

REASON FOR EXAMINATION:

Anticipated vacancy due to retirement.

Respectfully submitted,



Melody Lawrence
Human Resources Manager

Concur:



Laura Lohnes
Acting Civil Service Manager
Attachment

X:\Ordering\Fire Chief 4-08

FIRE CHIEF

DEFINITION

Under general administrative direction, plans, organizes, and directs the activities of the Fire Department. Represents the Department to City management, the City Council and the community; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Fire Chief is directly responsible to the City Manager for the performance of duties. The Fire Chief is distinguished from the Fire Division Chief or the Fire Battalion Chief in that the Fire Chief is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

SUPERVISION EXERCISED/RECEIVED

Receives general administrative direction from the City Manager; exercises direct supervision over the Fire Division Chief, Fire Battalion Chief, professional positions and office support personnel.

EXAMPLES OF DUTIES

The following duties represent the principal job duties, however, they are not all inclusive.

- Plans, organizes, coordinates, and directs through the Fire Division Chief and Fire Battalion Chiefs all City fire service functions, including fire prevention and inspection, fire suppression, disaster preparedness, paramedic services, maintenance of appropriate records, and related support services.
- Prepares and recommends long-range plans for fire and emergency medical service programs; develops proposals for action on current and future needs.
- Makes final interpretations of City regulations and various ordinances, related to fire safety and hazardous material codes and applicable laws to ensure compliance.
- Serves as the principal liaison between the Fire Department and other City departments.
- Coordinates the preparation of a wide variety of reports or presentations for City management or outside agencies.
- Monitors developments related to fire service matters, evaluates their impact on City operations, and implements policy and procedure improvements.
- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives focused on achieving the City's mission and City Council's priorities.
- Plans, organizes, directs, and evaluates the performance of subordinate staff and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Directs the development of and monitors performance against the annual department budget.

- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required.

EXAMPLES OF OTHER DUTIES

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Conducts and attends meetings as required.
- Participates on external committees, boards, and task forces as appropriate.
- Attends and participates in professional group meetings.
- Responds to citizen inquiries and resolves difficult and sensitive complaints.
- Performs related duties as required.

QUALIFICATION GUIDELINES

Knowledge of

- Principles, practices and techniques of fire department administration, organization and operations, and their applicability to specific situations.
- Advanced methods and techniques of fire fighting, fire apparatus and equipment, training, emergency medical services and fire suppression and prevention, and handling hazardous materials and situations.
- Rules and regulations of the Torrance fire Department.
- Principles and practices of public administration and the preparation and administration of departmental budget.
- Local, State and national safety codes, ordinances and laws.
- Management and supervisory principles and practices to including personnel selection, training, evaluation, and discipline.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Applicable Federal, State and local regulations.
- General City operations.

Ability to:

- Plan and coordinate the operation of a large municipal fire department;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff and outside contractors.
- Analyze and direct emergency operations and size up situations quickly and adopt effective courses of action.
- Analyze fire service problems and develop workable solutions, policies, and procedures;
- Analyze complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and administer a large departmental budget.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.

- Interpret and apply Memorandums of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Present proposals and recommendations clearly and logically in public meetings.
- Communicate effectively orally and in writing.
- Develop and evaluate management practices and procedures.
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

LICENSE AND CERTIFICATE

Possession of an appropriate valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:

Ten years fire service experience and current rank of Fire Division Chief, Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/Public Administration or a related field may be substituted for three years of the required experience.

SPECIAL REQUIREMENTS

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform repetitive movements, such as computers and calculators. Tasks require sounds and visual perception and discrimination, as well as oral communications ability. (Tasks are regularly performed without exposure to adverse environmental conditions.)

FIRE CHIEF

DEFINITION

Under general administrative direction, plans, organizes, and directs the activities of the Fire Department. Represents the Department to City management, the City Council and the community; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Fire Chief is directly responsible to the City Manager for the performance of duties. The Fire Chief is distinguished from the Fire Division Chief or the Fire Battalion Chief in that the Fire Chief is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

SUPERVISION EXERCISED/RECEIVED

Receives general administrative direction from the City Manager; exercises direct supervision over the Fire Division Chief, Fire Battalion Chief, professional positions and office support personnel.

EXAMPLES OF DUTIES

The following duties represent the principal job duties, however, they are not all inclusive.

- Plans, organizes, coordinates, and directs through the Fire Division Chief and Fire Battalion Chiefs all City fire service functions, including fire prevention and inspection, fire suppression, disaster preparedness, paramedic services, maintenance of appropriate records, and related support services.
- Prepares and recommends long-range plans for fire and emergency medical service programs; develops proposals for action on current and future needs.
- Makes final interpretations of City regulations and various ordinances, related to fire safety and hazardous material codes and applicable laws to ensure compliance.
- Serves as the principal liaison between the Fire Department and other City departments.
- Coordinates the preparation of a wide variety of reports or presentations for City management or outside agencies.
- Monitors developments related to fire service matters, evaluates their impact on City operations, and implements policy and procedure improvements.
- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives focused on achieving the City's mission and City Council's priorities.
- Plans, organizes, directs, and evaluates the performance of subordinate staff and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Directs the development of and monitors performance against the annual department budget.

- Represents the department in employee relations matters, including the meet and confer process and grievance proceedings.
- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required.

EXAMPLES OF OTHER DUTIES

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Conducts and attends meetings as required.
- Participates on external committees, boards, and task forces as appropriate.
- Attends and participates in professional group meetings.
- Responds to citizen inquiries and resolves difficult and sensitive complaints.
- Performs related duties as required.

QUALIFICATION GUIDELINES

Knowledge of

- Principles, practices and techniques of fire department administration, organization and operations, and their applicability to specific situations.
- Advanced methods and techniques of fire fighting, fire apparatus and equipment, training, emergency medical services and fire suppression and prevention, and handling hazardous materials and situations.
- Rules and regulations of the Torrance fire Department.
- Principles and practices of public administration and the preparation and administration of departmental budget.
- Local, State and national safety codes, ordinances and laws.
- Management and supervisory principles and practices to including personnel selection, training, evaluation, and discipline.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Applicable Federal, State and local regulations.
- General City operations.

Ability to:

- Plan and coordinate the operation of a large municipal fire department;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff and outside contractors.
- Analyze and direct emergency operations and size up situations quickly and adopt effective courses of action.
- Analyze fire service problems and develop workable solutions, policies, and procedures;
- Analyze complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and administer a large departmental budget.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.

- Interpret and apply Memorandums of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Present proposals and recommendations clearly and logically in public meetings.
- Communicate effectively orally and in writing.
- Develop and evaluate management practices and procedures.
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

LICENSE AND CERTIFICATE

Possession of an appropriate valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:

Ten years fire service experience and current rank of Fire Division Chief, Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/Public Administration or a related field may be substituted for three years of the required experience.

SPECIAL REQUIREMENTS

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform repetitive movements, such as computers and calculators. Tasks require sounds and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

FIRE CHIEF

DEFINITION

Under general administrative direction, plans, organizes, and directs the activities of the Fire Department. Represents the Department to City management, the City Council and the community; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Fire Chief is directly responsible to the City Manager for the performance of duties. The Fire Chief is distinguished from the Fire Division Chief or the Fire Battalion Chief in that the Fire Chief is responsible for managing the entire department rather than a specific division or section. Work is accomplished within a broad framework, with sole authority and responsibility for a broad service area. Discretion is involved in applying goal and policy statements and in resolving complex organizational and technological problems.

SUPERVISION EXERCISED/RECEIVED

Receives general administrative direction from the City Manager; exercises direct supervision over the Fire Division Chief, Fire Battalion Chief, professional positions and office support personnel.

EXAMPLES OF DUTIES

The following duties represent the principal job duties, however, they are not all inclusive.

- Plans, organizes, coordinates, and directs through the Fire Division Chief and Fire Battalion Chiefs all City fire service functions, including fire prevention and inspection, fire suppression, disaster preparedness, paramedic services, maintenance of appropriate records, and related support services.
- Prepares and recommends long-range plans for fire and emergency medical service programs; develops proposals for action on current and future needs.
- Makes final interpretations of City regulations and various ordinances, related to fire safety and hazardous material codes and applicable laws to ensure compliance.
- Serves as the principal liaison between the Fire Department and other City departments.
- Coordinates the preparation of a wide variety of reports or presentations for City management or outside agencies.
- Monitors developments related to fire service matters, evaluates their impact on City operations, and implements policy and procedure improvements.
- Manages and directs the development, implementation, and evaluation of plans, policies, and procedures to achieve annual goals, objectives focused on achieving the City's mission and City Council's priorities.
- Plans, organizes, directs, and evaluates the performance of subordinate staff and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Directs the development of and monitors performance against the annual department budget.

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- Monitors relevant industry developments, evaluates their impact on City operations, and implements policy and procedure improvements.
- Advises the City Council, City Manager, and others on departmental issues.
- Attends various City Council, Commission, City staff and community meetings as required.

EXAMPLES OF OTHER DUTIES

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Conducts and attends meetings as required.
- Participates on external committees, boards, and task forces as appropriate.
- Attends and participates in professional group meetings.
- Responds to citizen inquiries and resolves difficult and sensitive complaints.
- Performs related duties as required.

QUALIFICATION GUIDELINES

Knowledge of

- Principles, practices and techniques of fire department administration, organization and operations, and their applicability to specific situations.
- Advanced methods and techniques of fire fighting, fire apparatus and equipment, training, emergency medical services and fire suppression and prevention, and handling hazardous materials and situations.
- Rules and regulations of the Torrance fire Department.
- Principles and practices of public administration and the preparation and administration of departmental budget.
- Local, State and national safety codes, ordinances and laws.
- Management and supervisory principles and practices to including personnel selection, training, evaluation, and discipline.
- Employee relations, including the meet and confer process, grievance procedures, and contract interpretation and administration.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Applicable Federal, State and local regulations.
- General City operations.

Ability to:

- Plan and coordinate the operation of a large municipal fire department;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff and outside contractors.
- Analyze and direct emergency operations and size up situations quickly and adopt effective courses of action.
- Analyze fire service problems and develop workable solutions, policies, and procedures;
- Analyze complex issues and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and administer a large departmental budget.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.

- Interpret and apply Memorandums of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Present proposals and recommendations clearly and logically in public meetings.
- Communicate effectively orally and in writing.
- Develop and evaluate management practices and procedures.
- Establish and maintain effective working relationships with the City Council, officials, other department heads, staff, private and community organizations, and others encountered in the course of work.

LICENSE AND CERTIFICATE

Possession of an appropriate valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to obtain the necessary knowledge and abilities is:

Ten years fire service experience and current rank of Fire Division Chief, Fire Battalion Chief or Fire Captain following the successful completion of the probationary period; and equivalent to high school graduation. The possession of an AA degree in Fire Science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor's degree in Fire Science/Public Administration or a related field may be substituted for two years of the required experience. Master's degree in Fire Science/Public Administration or a related field may be substituted for three years of the required experience.

SPECIAL REQUIREMENTS

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform repetitive movements, such as computers and calculators. Tasks require sounds and visual perception and discrimination, as well as oral communications ability.

FIRE CHIEF**DEFINITION**

Under administrative direction, plans, organizes, directs and reviews the activities of the Fire Department, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Fire Chief is distinguished from other department heads by the specific areas of responsibility described above. Distinguished from Battalion Chief in that the Fire Chief is responsible for managing the entire Fire Department rather than a division and is directly responsible to the City Manager for the performance of duties.

EXAMPLES OF DUTIES

Plans, organizes, directs, and reviews the activities of Fire Department divisions engaged in preventing and extinguishing fires; handling hazardous situations/ materials; saving lives and property; enforcing Federal, State, and local laws, ordinances, and codes; providing emergency paramedic services; and educating the public in fire and life safety.

Provides strategic command during major emergency incidents; manages personnel, facilities, apparatus, and equipment at headquarters and outlying facilities; formulates and enforces departmental rules and regulations, procedures, and policies; coordinates comprehensive training program related to department/safety needs; oversees fire suppression function aimed at extinguishing fires, performing rescues, and controlling hazardous situations/materials.

Oversees plan checking of construction projects to ensure conformance with State and local ordinances; oversees investigation of fires for cause and origin; administers public education program related to First Aid/CPR and fire prevention; coordinates transport and emergency care of injured persons with hospital and ambulance sources; participates with other cities and the State in the planning and organizing of mutual aid programs/activities related to fire and arson control and paramedic services.

Acts as Deputy State Fire Marshal in order to enforce State Fire laws; prepares and administers departmental budget; recommends purchase of equipment and supplies; supervises, trains, evaluates, and disciplines personnel; provides fire department related information to the news media; represents the fire department at public functions.

MINIMUM QUALIFICATIONS**Knowledge of**

Principles, practices and techniques of fire department administration, organization and operations, and their applicability to specific situations;
Advanced methods and techniques of fire fighting, fire apparatus and equipment, training, emergency medical services and fire suppression and prevention, and handling hazardous materials and situations;
Rules and regulations of the Torrance fire Department;
Local, State and national safety codes, ordinances and laws;

Management and supervisory principles and practices to include personnel selection, training, evaluation, discipline, grievance handling, and the meet and confer process.

Ability to:

Plan and coordinate the operation of a large municipal fire department;
Develop goals, objectives and long range plans;
Establish and administer departmental policy;
Analyze and direct emergency operations;
Size up situations quickly and adopt effective courses of action;
Analyze fire service problems and develop workable solutions, policies, and procedures;
Develop and administer departmental budget;
Present ideas effectively orally and in writing;
Make formal presentations at Council meetings and public functions;
Establish and maintain cooperative and effective relationships with governmental officials, employees and the public.

LICENSE REQUIRED

A valid California Driver's License (Class 3) at time of application.

EXPERIENCE

Ten years fire service experience and current rank of Battalion Chief or Fire Captain following the successful completion of the probationary period.

EDUCATION

Equivalent to high school graduation. The possession of an AA degree in fire science or a related field from a college of recognized standing may be substituted for one year of the required experience. The possession of a Bachelor of Arts or Bachelor of Science degree in fire science/public administration or a related field may be substituted for two years of the required experience. Master of Science or Master of Arts degree in fire science/public administration or a related field may be substituted for three years of the required experience.