

EDITED KSAPC LISTING

CLASSIFICATION: FIRE CHIEF, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Advanced knowledge of Federal, State, local laws and regulations as they relate to modern fire prevention methods/principles and inspection techniques used in protecting life and property against the effects of fire and panic in the performance of fire prevention activities (e.g. fire system maintenance, hazard reduction, visual inspections and documentation, etc.).
K2.	Advanced knowledge of current regulations, mandates, and training needs as they relate to modern fire suppression principles and techniques.
K3.	Advanced knowledge of modern fire-fighting methods, technology, tools and upkeep of fire-fighting equipment (e.g., apparatus, tools, appliances, pumps, etc.) to ensure the reliability and safe operation of equipment to perform emergency operations/fire suppression and daily activities.
K4.	Advanced knowledge in Emergency First Aid including Cardiopulmonary Resuscitation (CPR) to effectively apply care to the sick and injured.
K5.	Advanced knowledge of facility buildings/designs and grounds (e.g., location/type of fire suppression system, utility locations, etc.) to effectively aid in the suppression/rescue operations during an emergency.
K6.	Comprehensive knowledge of fire-fighting resources [e.g., mutual aid, National Incident Management System (NIMS), staffing, communications, etc.] to maintain a safe operation and mitigate an incident.
K7.	Advanced knowledge of the principles and practices of effective management of a fire department and supervision of staff and inmates in order to manage daily activities and emergencies.
K8.	Comprehensive knowledge of a supervisor's role in promoting Equal Employment Opportunity (EEO) in hiring, development and promotion of employees while maintaining a work environment that is free of discrimination and harassment.
K9.	Advanced knowledge of correctional policies, procedures, practices, purposes and methods of documenting inmate conduct (e.g., CDC 128A/B or CDC 115) as applied to persons under restraint to ensure the safety of staff and document inmate conduct appropriately.
K10.	Comprehensive knowledge of supervisory responsibilities under the various bargaining unit agreements to protect employee rights.
K11.	Comprehensive knowledge of principles and methods of conducting and documenting investigations, searches, and obtaining evidence (i.e., fire causes and/or contraband) to provide a safe work environment and for potential legal actions.
K12.	Comprehensive knowledge of proper use, handling, and storage of hazardous substances/wastes to comply with regulatory guidelines while creating a safe work environment.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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<i>Knowledge of:</i>	
K13.	Comprehensive knowledge of interviewing techniques to obtain pertinent information from staff, inmates or the general public to gather information/facts during the investigation process to provide for the safety and security of the facility.

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KSAPC Statements	
Ability to:	
A1.	Learn and adapt modern fire prevention, suppression, and rescue techniques to effectively manage a fire department in a correctional facility.
A2.	Supervise the work of others in the performance of daily duties and emergency responses.
A3.	Oversee the rating of conduct and production of inmates accurately and impartially in order to maintain productivity and appropriate conduct.
A4.	Evaluate events (e.g., custodial, personnel, emergency and administrative) and take appropriate action (e.g., improve, control, mitigate, etc.) to resolve the situation.
A5.	Follow oral and written directions (e.g., laws/rules, regulations, operational procedures, verbal instructions, etc.) to effectively interpret and apply instructions to accomplish assigned duties and meet the goals and objectives of the department.
A6.	Control, direct, and instruct inmates individually and in groups to ensure effective emergency response, training, etc.
A7.	Collect and analyze information for the preparation of cost and damage estimates to supply essential information in case of damaged properties.
A8.	Analyze and recommend purchases in accordance with budgetary allotment and fiscal guidelines.
A9.	Interpret and review construction plans and make recommendations for compliance with building and safety codes.
A10.	Prepare, review, and maintain files and/or reports electronically or otherwise.
A11.	Follow and demonstrate the California Department of Correction and Rehabilitation EEO Program objectives.
A12.	Direct staff to maintain the fire station and equipment and promote readiness in an organized and functional manner.
A13.	Maintain cooperative relationships with people, organizations, and agencies to effectively meet the needs of the institution and promote/maintain positive public relations.
A14.	Ability to hear sounds and protect oneself and others from potential harm by recognizing dangerous situations (e.g., siren warnings, radio/verbal commands, structural noise, cries for help, etc.) while in emergency situations.

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Personal Characteristics:	
PC1.	Alert, courteous and professional in their dealings with inmates, fellow employees and the public.
PC2.	Leadership and command presence in an emergency situation.
PC3.	Mental and moral strength to venture, persevere and withstand danger, fear and difficulties in stressful and adverse conditions.
PC4.	Possess courage to provide effective leadership in stressful situations and make difficult decisions.
PC5.	Physical agility and endurance to accomplish driving, climbing, lifting, dragging, walking, etc.
PC6.	Emotional stability to provide structure, guidance, and counseling to inmates/youthful offenders, fire-fighting staff and others.
PC7.	Neat/professional appearance when representing the department.
PC8.	Assist with heavy physical labor (e.g., fighting fire, lifting/moving equipment, positioning hose lines, forcible entry, etc.) in order to accomplish emergency response, when needed.