

EDITED TASK LISTING

CLASSIFICATION: FIRE CHIEF, CORRECTIONAL FACILITY (CF)

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

Task Statements	
1.	Manage fire department staff in the performance of fire suppression utilizing the National Incident Management System (NIMS) in accordance with applicable governmental codes.
2.	Manage fire department staff in the performance of fire prevention utilizing audit/inspections tools and regulatory inspections in accordance with applicable governmental codes.
3.	Manage the performance of fire department staff involved in custodial activities to maintain the safety and security of the facility by ensuring staff attend mandated, on-the-job, and in-service training programs in accordance with applicable governmental codes.
4.	Respond to emergencies to prevent injury, loss of life, environment and property damage within the facility, surrounding community, and throughout the state using the NIMS processes in accordance with applicable governmental codes.
5.	Respond to mutual aid requests utilizing available institutional fire-fighting resources in accordance with mutual aid agreements and applicable governmental codes.
6.	Manage the safe use of fire-fighting equipment/apparatus within the institution and community in accordance with NFPA standards and applicable governmental codes.
7.	Ensure the inspection and testing of fixed fire suppression and detection systems (e.g., fire sprinklers, standpipes, automatic/manual alarms, etc.) within the institutions to maintain operational readiness utilizing audit tools in accordance with NFPA standards and applicable governmental codes.
8.	Supervise the placement, maintenance/inspection and servicing of fire extinguishers within the institutions to ensure the availability of operable fire extinguishers using audit tools (e.g., fire evacuation plans, inspection forms, etc.) approved recharging systems, and extinguishing agents in accordance with applicable governmental codes.
9.	Advise management on related fire and panic safety aspects of building design and construction/remodeling/repair within the institution to ensure fire safe design and occupant safety, utilizing audit tools, blueprints, site layouts, etc. in accordance with NFPA standards and applicable governmental codes.
10.	Ensure safety of all occupants through the development of inspections, placement of emergency evacuation plans within the facility, and maintaining copies on file in accordance with applicable governmental codes.
11.	Develop procedures regarding the occupant load, fire equipment placement, and fixed/non-fixed seating providing for the fire/life safety and security of the facility utilizing audit tools, occupancy load formulas, etc. in compliance with applicable governmental codes.
12.	Supervise Fire Captains during emergency and medical responses to aid sick and injured persons including mutual aid responses utilizing institutional policies and procedures, Emergency Medical System (EMS), State Fire Marshal (SFM), First Responder Medical, and First Aid/CPR protocols, as necessary.

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

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13.	Supervise a correctional institution fire department in accordance with local bargaining unit agreements to maintain a cohesive and functional fire department utilizing policies and procedures in accordance with applicable governmental codes.
14.	Evaluate fire department staff and inmate/youthful offender conduct and productivity to ensure efficient operations of the institution fire department in accordance with applicable governmental codes.
15.	Maintain reports (e.g., California Occupational Safety and Health Administration inspections, Vehicle Inspection Logs, etc.) for investigations, inspections, and historical reference utilizing electronic computer systems and hard copies in accordance with applicable governmental codes.
16.	Implement the progressive discipline process to staff (e.g., counseling, corrective and administrative review) utilizing employee counseling records, letters of instruction, and requests for administrative review, etc. in accordance with applicable governmental codes.
17.	Oversee the work assignments/behavior of inmates/youthful offenders to ensure completion of duties while maintaining the safety and security of the institution and inmates/youthful offenders utilizing job descriptions, CDC 101 Inmate Performance Report, CDC 128A/B Informational Chrono, CDC 115 Violation Report, etc. in accordance with DOM and CCR Title 15.
18.	Oversee the training and supervision of inmates/youthful offenders to ensure completion of duties while maintaining the safety and security of the institution and inmates/youthful offenders utilizing job descriptions, CDC 101 Inmate Performance Report, CDC 128A/B Informational Chrono, etc. in accordance with DOM and CCR Title 15.
19.	Ensure new/replacement equipment (e.g., tools, personal protective clothing, apparatus, etc.) is procured utilizing inspection/maintenance records, safety/service records, and manufacturer specifications in accordance with NFPA standards and applicable governmental codes.
20.	Ensure requisitions for the purchase, replacement and maintenance of equipment, utilizing contracts and service and expense orders that encompass a scope of service for inspections in accordance with NFPA standards and applicable governmental codes.
21.	Prepare duty statements of fire department staff to provide direction for daily operational needs, workload, and training by analyzing the regulatory inspection requirements, custody concerns, and routine work assignments for response readiness in accordance with NFPA standards and applicable governmental codes.
22.	Advise institution management on areas, such as; fire prevention, fire suppression, arson investigation, safety, hazardous materials to create a safe work environment utilizing audit tools, inspection forms, and communication equipment in accordance with NFPA standards and applicable governmental codes.

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23.	Serve as the Institutional Safety Officer to address and analyze safety concerns utilizing audit tools, agenda items, staff concerns, safety grievances, accident investigations, union agreements, etc. in accordance with applicable governmental codes.
24.	Serve as liaison to the State Fire Marshal's (SFM's) office and during SFM visits to the facility to ensure a safe living and working environment for staff/inmates/youthful offenders by documenting fire and life safety deficiencies by developing and completing a Corrective Action Plan in accordance with NFPA standards and applicable governmental codes.
25.	Direct/supervise appropriate personnel during a hazardous materials incident to protect staff/inmates/youthful offenders/public by establishing safety barriers and containment utilizing a defensive response, NIMS and mutual aid resources to mitigate the incident in accordance with NFPA standards and applicable governmental codes.
26.	Oversee the investigation of fires occurring on an institutional property by reviewing/taking photos/videos/reports, conduct interviews, etc., working in conjunction with the institution's Investigation Services Unit in accordance with applicable governmental codes.
27.	Write reports based upon reportable events utilizing Incident Report (CDCR 837); Injury, Illness and Prevention Program Report (Form 5), etc. for documentation and informational purposes in accordance with applicable governmental codes.
28.	Supervise/advise institutional staff in the inspection, use, handling and storage of all hazardous materials (e.g., flammable liquids/solids, gases, corrosives, etc.) to produce a safe work environment utilizing audit tools, inspection/violation reports, visual inspections, etc. in accordance with applicable governmental codes.
29.	Ensure staff complies with the American with Disabilities Act (ADA) by promoting a work environment free of discrimination (i.e., accessibility issues) utilizing audit and inspection reports in accordance with applicable governmental codes.
30.	Ensure supervisory responsibilities in the work place with regard to Equal Employment Opportunity (EEO) policy to ensure a discrimination free work environment utilizing EEO policy and training in accordance with applicable governmental codes.
31.	Ensure fire department staff complete all mandated training requirements utilizing Bargaining Unit 6, In-Service Training, On-the-Job Training (OJT), etc. in accordance with applicable governmental codes.
32.	Communicate in a professional and effective manner and deal with confidential and sensitive issues with others by establishing and maintaining effective working relationships utilizing tact and interpersonal skills in accordance with applicable governmental codes.
33.	Address stressful situations in the work place to promote employee overall health and well-being by utilizing a professional and tactful manner in accordance with applicable governmental codes.

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34.	Participate in the hiring process of staff to maintain adequate staffing levels utilizing CDCR, California Human Resources hiring policies, etc. in accordance with applicable governmental codes.
35.	Monitor and control expenditures to comply with budgetary constraints based on departmental funding allocations utilizing departmental reports, fiscal reviews, etc. in accordance with applicable governmental codes.