

FIRE DIVISION CHIEF

DEFINITION

To plan, direct and coordinate the activities of a Fire department geographical or functional area including Logistics, Operations, Emergency Medical Services (EMS), Fire and Life Safety, Planning and Training; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief or Assistant Fire Chief

Exercises direct supervision over assigned management, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct division activities as assigned.

Direct, oversee and participate in the development of assigned fire division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Provide command support for fire alarms, multi-alarms, EMS incidents, special call incidents (i.e. HazMat), and automatic and mutual aid responses as needed; report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice.

May serve as a rotating member on the County Incident Management Team, Duty Officer, and as part of the incident management organization in any emergency operation within the City; in this capacity must be able to respond pursuant to the department designated response time.

Fire Division Chief

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Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Serve as Acting Fire Chief as required.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of modern fire prevention management and fire suppression activities, including plan review and inspection/investigation techniques.

Modern methods and techniques of the Incident Command System (ICS).

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

#### Ability to:

Organize and direct assigned division operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; wear appropriate firefighting clothing, carry equipment and perform the duties of the Firefighter as required; lift or carry weight of 110 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and Fire Department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

##### Experience:

Nine years of increasingly responsible experience in municipal fire suppression duties, including one year of management responsibility at the Battalion Chief level or higher.

AND

##### Training:

A Bachelor's degree from an accredited college or university. Major course work in fire science, public administration, business administration or a related field is desirable. A Master's degree in Fire Administration or a related field is desirable.

#### License and Certificate

Possession of a valid California driver's license upon date of appointment.

Possession of a California State Fire Marshal's Company Officer Certification. Certification from other agencies may be considered.

Possession of a Hazardous Materials Incident Commander Certification that complies with the training requirements under Fed-OSHA, Cal-OSHA, and NFPA 472.

Possession of a California State Fire Marshal Hazardous Materials First Responder Operations - Decontamination Certification. Certification from other agencies may be considered.

Possession of National Incident Management System (NIMS) ICS 200, 300, 400, 700 & 800 certificates.

Possession of First Aid and CPR certificates.

Possession of Emergency Medical Technician I Certification or Paramedic License is desirable.

Possession of California Chief Officer certification is desirable.

Completion of course requirements for Safety Officer S-404 is desirable.

**EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY**

07-18-23

09-05-14

08-07-13

08-25-12

03-02-09

09-21-05      Fire Division Chief