



FIRE DIVISION CHIEF

DEFINITION

Under administrative direction, plans, organizes and supervises fire suppression, prevention, operation, training, hazardous materials management, public information/education and emergency medical services; serves as Fire Marshal, Training Officer and Disaster Preparedness Coordinator and member of the Fire Department Management Team.

SUPERVISION EXERCISED

Supervises subordinate personnel on assigned shift.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Assist in planning, organizing, developing and implementing fire suppression, prevention, emergency medical services, hazardous materials programs and other services.

Direct personnel during major alarms.

Investigate and/or direct investigation of fires; supervise the inspection of industrial and commercial establishments ensuring compliance with fire codes.

Participate in plan checks; interact with engineers, developers, property owners, contractors and others in the enforcement of codes, protection of the public and enforcement of public assembly laws and regulations; supervise issuance of violation citations.

Conduct or direct arson investigations and prosecutions.

Supervise implementation of community fire prevention programs.

Supervise personnel responding to major incidents.

Train, supervise, schedule, evaluate, motivate and discipline subordinate personnel.

Develop and direct training programs.

Maintain inventory of emergency medical supplies and equipment.

Inspect facilities, equipment and apparatus.

Direct and coordinate testing of equipment and hydrants and the maintenance of facilities.

Conduct special studies and projects; make related presentations; maintain/supervise the maintenance of records.

Develop and monitor department budget including identification of needed staffing, equipment, materials and supplies; approves expenditures.

Assist and cooperate with other public safety agencies.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Federal, State, and local laws and radio communications procedures.

City's geography and that of the surrounding area.

Fire prevention and inspection methods, fire hazards and techniques used in educational fire prevention programs.

Fire Code and fire/arson investigation techniques.

Firefighter Bill of Rights.

Public safety agencies as related to fire and emergency medical services functions.

Principles and practices of employee training, supervision, evaluation and motivation.

Principles and practices of budget development, implementation and administration.

Ability and Skill to:

Read and understand technical material, rules and regulations related to firefighting, rescue techniques and emergency medical incidents.



Analyze emergency situations and address with an effective course of action.

Train, supervise, evaluate and motivate subordinate personnel.

Develop and implement budget.

Tactfully interact with members of the public.

Safely operate and use fire vehicles and equipment.

Work in a team and disciplined environment.

Communicate clearly both orally and in writing.

QUALIFICATIONS

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

BA/BS in fire science, public administration or related field and six (6) years municipal firefighting experience, including two (2) years in a supervisory capacity. MA/MS highly desirable.

LICENSE OR CERTIFICATE

Valid Class A, B or Firefighter's Class C California Driver's License and good driving record; EMT-I and CPR certification; State Certification as a Chief Officer.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment used in fire suppression and emergency medical services

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand, walk for two hours at a time and engage in fire suppression activities

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet



Fire Division Chief Job Classification

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Ability to lift, drag or pull up to 150 pounds

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business

