

FIRE DIVISION CHIEF

I. Position Identification:

- A) Title: Fire Division Chief
- B) Bargaining Unit: Mid-Managers
- C) Customary Work Hours: Hours vary depending upon assignment. Typically a 40 hour scheduled work week.
- D) Customary Work Days: Monday through Friday or as outlined by the Department
- E) Reports To: Fire Chief
- F) Directs the Work of: Fire Administration and subordinate personnel.
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: A Bachelor’s Degree from an accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration or related field; and completion of at least nine (9) units of ICS, leadership, management or supervisory coursework.

Experience: Eight (8) years of recent, progressively responsible full-time work experience in the Fire service with three (3) years of supervisory experience, the most recent experience at the rank of Battalion Chief or higher for a minimum of twelve (12) months.

OR

Education: An Associate’s Degree which includes major coursework in Fire Science, EMS, Public Administration or Business Administration; and completion of at least nine (9) units of ICS, leadership, management or supervisory coursework.

Experience: At least ten (10) years of recent, increasingly responsible, full-time experience and a minimum of four (4) years of supervisory experience, the most

recent experience at the rank of Battalion Chief for a minimum of twelve (12) months.

H) Licenses and/or Certificates Required:

Possession of a valid California driver's license is required. Possession of a valid CPR Certificate. Possession of a valid State of California Emergency Medical Technician I (E.M.T.) Certificate or valid State of California Paramedics Certificate. California State Chief Officer Certification is highly desirable.

II. FLSA Status: Exempt

III. Position Summary:

Under general direction, the Fire Division Chief may direct the Operations or the Administrative/Training functions of the Fire Department. The Fire Division Chief serves as the acting Fire Chief in the absence of the Fire Chief.

The Fire Division Chief directly supervises the Battalion Chiefs and is responsible for the supervision of all personnel and operations of the Department which includes but is not limited to; emergency and non-emergency activities of all Yuba City fire stations; and taking command of emergency response scenes. The Fire Division Chief is also responsible for managing administrative functions of the Fire Department. Incumbents coordinate administrative and technical work in directing the activities of the Fire Department: perform highly responsible and technical work for the Fire Chief and other related work as required.

Incumbents are responsible for coordinating the operations of on-duty fire suppression personnel, responsible for acting as on-scene incident commander, responds to fires, rescues and medical calls. The Fire Division Chief may also be assigned responsibility for one or more programs within the Fire Department.

Operations

If assigned, the primary responsibilities would be coordinating the operation of apparatus and equipment, training, hazardous materials response, emergency medical services, facilities repair and maintenance, and apparatus repair, communication/technologies, and other related duties.

Administrative/Training

If assigned, the primary responsibilities would be development of training, records management, California Incident Command Certification System (CICCS), promotional exams, probationary exams, firefighter recruit academies, Department

wellness/ health & safety program, pre-fire incident planning, infection control, and other related duties.

IV. Essential Functions:

Incumbents may be assigned to varying work schedules, weekend work and be called back to work as needed by the City.

1. Lead, manage and supervise the work of operations staff, the on-duty Battalion Chiefs, and subordinate shift personnel regarding operational; make staff assignments to fire stations with approval from Fire Chief.
2. Lead, manage and supervise the work of administrative staff.
3. Serve as a member of the Fire Chief's staff; participate, in the establishment of departmental goals and objectives.
4. Assume command at emergency incidents and direct operations, if needed; determine strategy, deploy and direct department resources in controlling the emergency and minimizing loss life and property with the highest degree of safety possible.
5. Brief the Fire Chief regarding emergency situations; reviews strategy and tactics being employed and passes responsibility when relieved.
6. Supervise the completion of required daily, weekly and monthly inspections of facilities and equipment by fire department.
7. Supervise the training and evaluation of assigned personnel.
8. Represent the Fire Department before City Council, the community, outside agencies and at professional meetings as requested by the Fire Chief.
9. Supervise the Battalion Chiefs' daily work assignments, meetings, and schedule other staff meetings as required.
10. Coordinate and manage the Department's grant program.
11. Coordinate Department's facility development and maintenance programs.
12. Coordinate the City's disaster preparedness planning, employee emergency response training, and community outreach on behalf of the Fire Chief.
13. Ensure compliance with State and Federal requirements.
14. Coordinate the Fire Department's activities, both emergency and non-emergency, with other City departments and with outside agencies.
15. Participate in the research, development, administration and evaluation of the Department's budget.

16. Coordinate the purchasing of equipment, materials and services to comply with budgetary allocations and compliance and compliance to the City's purchasing policy and procedures.
17. Conduct meetings with Battalion Chiefs or company officers as necessary for the proper dissemination of information procedural updates, changes in policies or guidelines or other information as necessary.
18. Within established policies, procedures, and guidelines, provide for the safety of Department personnel and members of the public at emergency and non-emergency events.
19. Inspect and perform audits of work sites to evaluate work processes, safety conditions and work quality and quantity.
20. Resolve work problems, determine additional needs, and assure continuous support and follow up.
21. Analyze, interpret and enforce applicable fire safety codes and ordinances.
22. Prepare and present a variety of technical reports and records, including written reports, budget proposals, and other documents as directed.
23. Participate in scheduled and unscheduled inspections of fire stations, equipment and personnel.
24. Lead and manage the performance evaluation process for assigned personnel, including rewarding positive job related behaviors and modifying unacceptable job related behaviors.
25. Supervise and ensure the Battalion Chiefs review, correct as necessary, and approve all incident reports and other correspondence as required.
26. Maintain records and process time-off requests for vacations, training sick leave for assigned personnel in accordance with City and Departmental rules and regulations.
27. Make reports of work performed, specifically performance evaluations.
28. Coordinate the use and scheduling of temporary workers, interns and volunteers.
29. Recommend goals and objectives and assist in implementation of policies and procedures.
30. Investigate complaints and suggest corrective actions.
31. Study maintenance functions and recommend improvements.
32. Develop and maintain positive public relations with emphasis on customer service.
33. Represent the Department as a Public Information Officer.
34. Foster employee empowerment in the delivery of services.

35. Encourage employees to develop entrepreneurial and innovative ideas.
36. Have the ability and willingness to work cooperatively in a team environment with other City employees in the course of daily activities.
37. Responsible for carrying out the mission of the City and the Department and adherence to the City and Department's organization values.
38. Perform other related duties as required.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

- Operational characteristics, services, and activities of a comprehensive municipal fire protection organization.
- Supervisory principles and practices, including work organization and delegation, training and evaluation.
- Principles, techniques, material, equipment and strategy and tactics used in fire suppression, technical rescue, hazardous materials response, emergency medical services, emergency management, investigation, prevention, and incident command.
- Local geography, types of building construction, the location of water mains, fire hydrants and target hazards within the City.
- Pertinent federal, state, and local laws, codes, and regulations.
- Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects; building materials and construction; fire related codes and ordinances.
- Modern principles and practices of budget preparation and administration.
- Computers and computer applications including spreadsheets, databases, and word processing.
- Proper use of English and grammar.
- Record keeping principles and procedures.
- Concepts and practices of team-based management.
- Principles and practices of leadership, motivation, team building and conflict resolution.

B. Skills in:

- Plan, direct and review fire suppression, fire and life safety code compliance, emergency medical service activities, hazardous materials responses, and citywide disaster preparedness efforts.
- Maintain records and prepare reports. Coordinate the work of others.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Train, motivate, lead, manage, supervise and evaluate subordinate personnel.
- Maintain confidentiality within established guidelines.

C. Ability to:

- Maintain regular and predictable attendance.
- Maintain discipline and enforce rules, regulations and procedures. Recognize, prioritize and accomplish needed tasks
- Develop and administer sound departmental policies.
- Possess a high degree of integrity and strong work ethic with the ability to detect and avoid conflicts of interest.
- React calmly under stress using appropriate and independent judgment.
- Set a proper tone for the functioning of the organization and serve as a role model in behavior, practice and word.
- Effectively de-escalate tense situations and mediate interpersonal conflict between individuals.
- Make sound decisions and recommendations.
- Ability to operate a personal computer and utilize word processing, records, management and spreadsheet software.
- Cultivate and demonstrate positive, cooperative relationships with other City departments.
- Follow oral and written directions.
- Operate within budget allocations.
- Stay informed of new and changing technology relevant to the position.
- Promote a customer service focus in forging cooperative public relations.
- Deal effectively and courteously with supervisors, co-workers, outside agencies, customers, and the general public.

- Maintain a mentoring relationship with Battalion Chiefs and subordinates.
- Perform effectively as a member of the team in carrying out the City's stated mission, goals and objectives, and vision statement.
- Effectively work with employees' problems and concerns.
- Model and promote acceptance and respect for differences among employees and citizens.
- Demonstrate continuing effectiveness in carrying out the knowledge, skills, and requirements of the position.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

VI. Physical Demands/Qualifications:

1. Ability to work various hours.
2. Ability to successfully pass the Fire Department's annual physical assessment.
3. Ability to perform tasks requiring strength and stamina, such as lifting, moving, pushing or pulling equipment and objects.
4. Hearing sufficient to distinguish various sounds, such as alarms, voices of coworkers and waning horns or siren in both quiet and noisy environments.
5. Hand and finger dexterity sufficient to grasp and use tools.
6. Visual acuity for depth perception, reading gauges, documents and street maps.
7. Verbal communication, including projecting a voice that can be heard in noisy environment.
8. Work odd and irregular hours while maintaining a high level of cognitive, interpretive and judgment skills.
9. Ability to sit, stand, walk, stoop, bend, climb, twist, crawl, kneel to perform site inspections, and other related Fire duties.
10. Requires ability to stand, climb and walk for potentially long periods of time throughout the work day.
11. Requires ability to work in structural firefighting, vegetation fires, water rescues and hazardous material situations.
12. Work in confined spaces.
13. Requires ability to ascend and descend stairs and ladders.
14. Work on slippery and uneven surfaces.
15. Ability to drive a motor vehicle.

16. Wear personal protective equipment (PPE) appropriate for job assignments, weighing at least 50 pounds.
17. Perform heavy physical labor including lift to move weight up to 165 pounds with or without assistance.
18. Ability to push or pull up to 150 pounds with assistance.
19. Operate hand lines per Department Standard Operating Procedures for periods up to 30 minutes while participating in structural fire suppression activities as required by emergency situations.
20. Operate hand lines per Department Standard Operating Procedures for periods up to 1 hour while participating in wildlife/urban interfaces as required by emergency situations.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Must be able to effectively communicate to both large and small audiences.
3. Operate under tight deadlines.
4. Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
5. Possess a valid driver's license.
6. Must possess a high level of integrity.
7. Remain calm and work effectively under stressful situations.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperature and may include wind, rain and other elements.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.