



Department	Fire
Bargaining Unit	Executive Management
Salary Range	X62
Last Revision	February 2018

FIRE DIVISION CHIEF

Effective Date – 04-02-2018

JOB DESCRIPTION

DEFINITION:

The Division Chief works under the general direction of the Fire Chief and is responsible for the management of a Department division. In this capacity, incumbents perform professional administrative, technical, and managerial duties within an assigned division; serve as a key member of the Department's administrative management team; and act on behalf of the Fire Chief as required, in support of the overall objectives of the Fire Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Fire Chief

Reports directly to the Fire Chief

Exercises direct and indirect supervision of the Battalion Chief, assigned staff and emergency personnel

CLASS CHARACTERISTICS:

Incumbents assigned to the position of Division Chief are high-level administrative managers within the fire department organization. The classification of Division Chief has oversight management responsibility for several divisions of the fire department. Responsibilities may include one of the fire department division and/or may be assigned to manage an external work group, unit or program as determined by the Fire Chief. The classification of Division Chief differs from the next lower classification of Battalion Chief in that a Battalion Chief functions as a shift commander of an assigned battalion or has administrative duties in connection with other Department functions and programs.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES:

Depending upon assignment, responsibilities may include, but are not limited to, the following:

- Manage and direct the operation of an assigned Department division.

- Ensure that assigned division goals and objectives are accomplished through: supervising and coordinating staff efforts; developing and implementing procedures and work plans; and reviewing and evaluating assigned division performance.

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- Perform administrative and management activities including budget development and monitoring; preparation of reports; purchase of capital assets; formulation of work plans, programs, and long-range strategic planning.
- Participate in the development, review, evaluation, interpretation, and enforcement of Department policies, procedures, rules, and regulations.
- Schedule, train, supervise, coordinate, oversee, and evaluate the work of assigned employees. Make recommendations on employment, retention, promotion, discipline, and other personnel actions.
- Develop, plan, schedule, and coordinate assigned division programs; assess needs and oversee and ensure quality of those program activities; and ensure accurate completion and maintenance of all required records related to assigned programs.
- Represent the Department through: public presentations and hearings; state, regional, County, or inter-agency committees; and cooperative programs.
- Function on emergency overhead teams during major incidents; may assume command at emergency incidents and direct operations; may determine strategy, deploy apparatus, and direct Department personnel in controlling the emergency and minimizing the loss of life and property.
- May be assigned on-call duty on a rotational basis.
- May temporarily assume duties of the Fire Chief in his or her absence.
- Undertake special projects, reports, and studies as assigned.
- Assigned additional duties and responsibilities as necessary.

KNOWLEDGE OF:

- Principles, practices, procedures, and trends of modern fire service, and public and business administration.
- Fire department organization, operations, policies, rules, and regulations.
- Current laws, standards, principles, practices, and procedures of modern fire department administration and operations; and applicable federal, state and local laws and regulations to ensure Fire Department operations are consistent with legal mandates.
- Techniques of stabilizing disaster scenes and containing destructive forces.
- Occupational safety procedures and precautions.
- Principles, practices, and procedures of fire suppression, emergency medical and rescue operations, procedures, and associated equipment and apparatus; incident command system and disaster operations; operational staffing requirements; mutual aid, auto aid; and fire investigation.
- Principles, practices, and procedures of fire prevention; fire suppression; hazardous materials, fire suppression water supplies, and building code interpretations, inspections, and enforcement; plan review; disaster preparedness; and public

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education.

- Principles, practices, and procedures of developing instructional courses and conducting training in specialized and technical areas.
- Principles, practices, and procedures of fire apparatus and facilities maintenance; construction project management; and computer-aided dispatch (CAD) and other fire department communications.
- Principles, practices, and procedures of supervision, motivation, training, and performance evaluation.
- Principles and practices of modern office methodology and effective record keeping procedures.

ABILITY TO:

- Think strategically; anticipate issues and solve problems consistent with the Department's mission, and render sound decisions.
- Effectively manage assigned personnel including supervision, training, motivation, evaluation, and the issuance of appropriate discipline.
- Evaluate assigned division and specialized program needs and their overall effectiveness, and make recommendations for improvements, changes in operation, or staffing requirements.
- Accurately interpret, explain, and enforce Department policies, rules, and regulations.
- Effectively manage emergency scene resources during major incidents.
- Establish and maintain effective working relationships with Department employees, elected and appointed officials, and the general public.
- Effectively communicate, both in writing and verbally, with Department employees, outside agencies, and the general public.
- Effectively develop and conduct specialized training programs and instruction classes on various subjects.
- Give presentations to Department employees, city and town councils, outside agencies, and community groups.
- Use modern office technology and equipment including computers, related software, telephones, calculators, copiers, and FAX machines.
- Write effective and accurate reports and memorandums.
- Develop and monitor budgets.
- Work irregular or protracted hours, and be able to respond promptly to call-backs.
- Meet and maintain physical standards as determined by the Department.
- Perform additional duties and responsibilities as required.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

EXPERIENCE:

Broad and extensive experience in firefighting, fire prevention and administrative duties is required. Must have at least ten years of full-time firefighting experience with three of those years at the Fire Battalion Chief level or higher. Incumbent must have experience at the level equivalent to a first-line supervisor, with demonstrated ability to make effective contributions to an administrative management team.

EDUCATION:

Bachelor's Degree from a properly accredited institution is required. A BS/BA degree from a properly accredited institution in Fire Protection Technology or other related field is highly desirable. Additional technical coursework or certification in the following fire service areas including, but not limited to: fire command, fire prevention code enforcement, hazardous materials, training, fire inspection, personnel management, emergency medical services, or emergency management are highly desirable.

LICENSE, CERTIFICATE AND QUALIFICATIONS:

Certification as a Fire Officer and Chief Officer by the California Fire Service Training and Education System

OR

Ability to complete all California State Fire Marshal Executive Chief Fire Officer (2014) level classes and Task Book

Ability to complete applicable California Incident Command Certification System (CICCS) components

Must have the following:

- A valid Class C California Driver's license and a safe driving record.
- Possession of a California Emergency Medical Technician (EMT) card.
- Possession of a Current Cardiopulmonary Resuscitation (CPR) and Automated Defibrillation (AED) certificate.
- Employment standards for Fire Battalion Chief

Must complete the following coursework within a year of appointment:

- ICS-400: Advanced Incident Command System
- NIMS I-800
- Executive Chief Fire Officer 4A: Human Resource Management (2014)

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- Executive Chief Fire Officer 4B: Community and Government (2014)
- Executive Chief Fire Officer 4C: Administration (2014)
- Executive Chief Fire Officer 4D: Emergency Service Delivery (2014)
- Executive Chief Fire Officer 4E Health and Safety (2014)

Must complete any additional required Executive Chief Officer Courses during probationary year on own time through the City's Tuition Reimbursement program, if available.

SPECIAL REQUIREMENTS:

- Must meet minimum medical requirement defined in NFPA Standard 1582
- Must demonstrate physical strength, endurance and agility as defined by NFPA Standard 1582 and as applied to the position
- Must maintain physical fitness according to Departmental Standards
- Must sign non-tobacco use agreement
- Must complete all required items in Hollister Fire Department Chief Officer Task Book prior to appointment. Entire task book must be completed prior to achieving permanent status.