



JOB DESCRIPTION

Division Chief

Date Prepared: December, 2017

SUMMARY: Under general direction, directs, manages, supervises, and coordinates the activities and operations of assigned Division within the Fire Department including emergency operations, ambulance, and medical services, training, facility/equipment maintenance, disaster preparedness, public education, and related programs and services; responds to emergency incidents; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Fire Chief. Responds to emergency incidents as required by departmental policy and assumes command of incident unless relieved of command by a superior officer; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following*

- Assume management responsibility for assigned programs, activities and operations of the department including operations, training, facility/equipment maintenance, communications, innovations in the field of fire prevention, suppression, training, and management.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services.
- Recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Plan, direct, coordinate, and review the work plan for assigned staff.
- Review and evaluate work products, methods, and procedures.
- Meet with staff to identify and resolve problems.
- Participate in the selection and evaluation of assigned personnel.
- Implement discipline and termination procedures.
- Oversee and participate in the development and administration of the annual budget.
- Participate in the forecast of funds needed for staffing, equipment, materials, and supplies.
- Monitor and approve expenditures and implement adjustments.
- Oversee the development and implementation of the department's training programs for firefighting, emergency and non-emergency medical services and transportation, and other emergency response services and programs.
- Identify the emergency and non-emergency operations training needs of company personnel.
- Develop and implement training programs and schedules.
- Provide or Coordinate staff training and drills in fire, rescue, and medical care methods, techniques, and related subjects.
- Coordinate training programs with other divisions, departments and outside agencies.
- Manage the purchasing, maintenance, and inventory of all fire department related equipment, vehicles, and property including communication equipment, vehicles and related equipment, and safety equipment.

- Establishes replacement schedules for equipment, vehicles and property.
- Participate in facilities planning for the Fire Department.
- Coordinates maintenance and repairs to existing facilities, as necessary.
- Prepare a variety of public information materials.
- Conduct or assigns staff to conduct public information/education classes related to emergency and non-emergency operations.
- Provide staff assistance to the Fire Chief.
- Negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions, and committees.
- Prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings.
- Stay informed of new trends and innovations in the field of fire prevention, suppression, training, and management.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Develop and maintain an Emergency Operations Center (EOC) facility and coordinate EOC staffing and internal procedures to enable all essential City emergency managers to conduct coordinated operations during emergencies.
- Coordinate emergency communications planning, secures necessary equipment, and conduct drills of emergency communications.
- Conduct tests, exercise, and drills to train emergency management personnel in directing coordinated operations under simulated emergency conditions.
- Assist all City departments with emergency services training and provide disaster preparedness training to employees.
- Prepare applications for emergency services funds for submission to state and federal government agencies, including the Federal Emergency Management Assistance (FEMA) Program and the Department of Homeland Security (DHS).
- Coordinate and participate in disaster preparedness training programs for the public and establishes systems to notify the public in emergencies.
- Establish and coordinate a Citizens' Emergency Response Team (CERT) Program for the community.
- Attend and participate in professional group meetings.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

A bachelor's degree from an accredited college or university with major course work in fire science, fire administration, public administration or other related field AND Eight years of increasingly responsible experience in an agency providing a full range of urban fire protection services INCLUDING one year of management and administrative responsibility at the level of Battalion Chief is required. A master's degree and Chief Officer Designation through the Center for Public Safety Excellence is preferred.

Knowledge of:

- Firefighting tactics and strategy.
- Emergency incident management, specifically the Incident Command System (ICS).
- Principles of incident safety.
- Automatic and mutual aid agreements.
- Hazardous materials incident management.
- Confined space and technical rescue techniques. Emergency and non-emergency medical service delivery and program management.
- Ambulance transportation including pertinent laws and codes, billing laws and practices.
- Personnel certification and license requirements.
- Principles and practices of program development and administration.

- Principles and practices of training program development and implementation.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Principles and practices of Disaster Preparedness, Emergency Management, and Homeland Security program development and administration.
- Operational characteristics of fire apparatus and equipment including Code 3 driving techniques.
- Modern fire loss and fire prevention principles, methods, and practices.
- Geography and street layout of the City and surrounding area.
- Personal Protective Equipment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and laws relating to supervision, training, discipline, and performance evaluation of department personnel.
- Pertinent federal, state, and local laws, codes, and regulations.
- Use of common computer software programs.
- English usage, spelling, grammar and punctuation.
- Principles and practices of customer service.

Skill in:

- Overseeing and participating in the management of fire suppression, prevention, emergency medical services, ambulance transport, training and disaster preparedness program services and activities.
- Performing competently in dynamic, highly stressful situations.
- Commanding fire department staff.
- Operating vehicles and radios.
- Working extended hours and days to meet operational needs.
- Overseeing, directing, and coordinating the work of lower level staff.
- Selecting, supervising, training, and evaluating staff.
- Effectively working with contractors and managing contract agreements.
- Analyzing problems and identifying alternative solutions, project consequences of proposed actions and implementing recommendations in support of goals.
- Participating in the development and administration of division goals, objectives, and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Meeting and dealing tactfully and effectively with the public in all types of situations.
- Collecting, analyzing, and evaluating data and be able to prepare and deliver clear and concise.
- Reacting quickly and calmly in all types of emergency situations.
- Speaking effectively before public gatherings.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Operating modern office equipment and computers.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Demonstrating an awareness and appreciation of the cultural diversity of the community.
- Communicating clearly and concisely, both orally and in writing.
- Working cooperatively with other departments, City officials, and outside agencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Preparing and presenting public information and educational programs.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Communicating clearly and concisely, both orally and in writing.

- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Obtain a California Firefighter Endorsement for their driver’s license within 6 months of hire.
- Current California certification as an EMT-1 must be obtained within the first 90 days of employment and must be maintained throughout employment.
- California State Fire Marshal Chief Officer Certification or equivalent is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily within the fire station and in close proximity to subordinates. Incumbent must be physically able to perform strenuous and hazardous tasks under emergency conditions and must have the stamina and the mobility to work a minimum of a 24-hour shift and to respond to major fire alarms and emergency situations. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, dust and irritating or hazardous materials and chemicals. Protective clothing helmets, gloves, boots, etc., are required while responding to emergency calls. Physical demands require running, bending, stooping, climbing and frequently lifting heavy objects. Incumbent must be able to pass the medical examination required of fire personnel. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which will include weekends, holidays, evenings and/or varying hours.

Department Head

Date

Personnel Officer

Date