

DIVISION CHIEF (FIRE) EMERGENCY PLANNING

Definition

Under general direction of the Fire Chief, the emergency planning chief is responsible for the planning, organization, direction and coordination of the disaster and emergency planning activities of the city and department; to work with the other managers to assure the coordinated delivery of all departmental programs; to provide command and control of emergency incidents; and to do related work as required.

Examples of Duties

Duties may include, but are not limited to, the following: Takes a lead role and directs disaster planning, activities of department personnel responds to alarms when on call, or when overhead is required; assumes a command or support role upon arrival at emergencies unless relieved by another officer; researches, and works with other personnel to prepare plans and special studies as directed; prepares records and reports; works with departmental personnel to complete division responsibilities; cooperates and participates in the development of departmental programs; provides appropriate direction and control of personnel assigned to his supervision; may act as Fire chief in his absence.

Employment Standards

Education and Experience

Any combination of education and experience equivalent to the completion of two years of college with an A.A. or A.S. degree and two years supervisory experience in the fire service, supplemented by college courses in fire technology or related fields.

Knowledge and Abilities

Knowledge of: Modern fire management principles and practices; knowledge of the principles and practices of fire prevention and control; knowledge of modern disaster planning and response techniques; knowledge of departmental rules and regulations; knowledge of city geography, hazards, and emergency response resources, such as personnel, equipment, water supply, and communications; knowledge of State and local codes related to fire and life safety; knowledge of first aid; knowledge of hazardous materials control and response; knowledge of the Incident Command System; knowledge of the mutual aid, multi-casualty

incident, coastal response, disaster, and other special response plans; knowledge of the city's loss history; knowledge of risk management techniques and process; ability to operate all types of emergency equipment assigned to the fire department, and to instruct others in such operation.

Ability to: Plan, direct, and assure completion of work; ability to maintain effective discipline and morale; ability to complete research, prepare records, reports and complete staff work; ability to establish and maintain effective working relationships with fellow employees and the public; ability to maintain appropriate physical condition, endurance and agility.