

DIVISION FIRE CHIEF OPERATIONS

Definition

Under general direction of the Fire Chief, the Division Chief is responsible for the planning, organization, direction and coordination of a Operations Division Shift; to work with other managers to assure the coordinated delivery of all departmental programs; to provide command and control of emergency incidents; and to accomplish related work as required.

Examples of Duties

Duties may include, but are not limited to, assists in departmental planning; provides direction and control for the operations of one operations division shift; responds to emergencies as directed by the Fire Chief; assumes command of emergencies by planning, directing, coordinating and supervising personnel engaged in incident mitigation unless relieved by a higher rank; determines the readiness of apparatus, equipment and facilities and insures their preparedness for emergency operations, training and non emergency work activity; observes and evaluates the preparedness of personnel to accomplish the fire department mission, goals and objectives and insures they meet the standards required to achieve them; prepares for and participates in training; monitors the training level of personnel and their preparedness for emergency work; plans, implements and monitors work programs and evaluates them to insure objectives are met; participates with the department's management group to establish mission, goals and objectives and to make adjustments; insures uniform application of polices, procedures and methods of team building and communication; develop effective team function for personnel assigned and with other shifts, divisions and peers; attends meetings required to accomplish assigned duties; evaluates the performance of personnel on a frequent basis; responsible for work programs such as water systems, communications, strategic and tactical planning, maintenance, purchasing, equipment design, review of fire, environmental and life safety hazards and other work relating to operations of a fire department; provides completed reports and monitors the quality of records and reports of department personnel; acts as Fire Chief when assigned.

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. Possess a Valid Class C California Drivers License at the time of appointment. Certification as a Fire Instructor, Master Instructor, and Chief Fire Officer by the State of California and B.A. degree in a related field is highly desirable.

Knowledge and Abilities

Knowledge of: Principles and practices of leadership and management; supervisory techniques; the principles and practices of fire science; the principles and practices of fire prevention; principles of emergency mitigation and how to manage emergencies; principles and practices of the incident command system; local and county emergency operational procedures; disaster preparedness and management; city geography and fire and life safety hazards; knowledge of effective safety practices and monitor effective implementation of such practices; resources such as personnel, equipment, apparatus, water supply, communications; codes and ordinances related to fire and life safety; effective personnel management including the prevention of any form of discrimination or disparate treatment; first aid meeting departmental standards; hazardous materials management and incident control; contemporary training techniques; and use and maintenance of emergency equipment and apparatus.

Ability to: Exercise independent judgement; communicate clearly and concisely orally and in writing; effectively interpret implement and enforce provisions of federal, state and local laws and department rules regulations and policies; manage the mitigation of emergencies; operate all types of emergency equipment assigned to the fire department and to instruct others in such operation; provide leadership and motivation of personnel; evaluate personnel and obtain effective use of time; plan, direct and assure effective completion of work; ability to command emergency situations to effective conclusion; ability to maintain effective discipline and morale; ability to conduct and complete research, records, reports; train others; provide completed staff work; establish and maintain effective working relationships with employees and the public; maintain physical condition, including endurance and agility; develop effective and productive teams; directly address all issues and achieve effective resolution; and ability to maintain effective labor relations.