

DIVISION FIRE CHIEF FIRE PREVENTION

Definition

Under general direction of the Fire Chief, the Division Chief is responsible for the planning, organization, direction and coordination of Fire Prevention Division; 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 Fire Prevention Division; coordinates fire prevention activities with other divisions, city departments and outside agencies; supervise, train and evaluate fire prevention staff; provides fire prevention related training to other department divisions; prepares written correspondence; conducts code enforcement and plan checking; develops and recommends fire protection measures to control loss; monitors and conducts fire investigation; conducts and coordinates fire investigation with the police department when arson is suspected; develops, monitors and provides public education related to fire and life safety; responds to emergencies as directed by the Fire Chief to assume a command function at emergencies for planning, directing, coordinating and supervising personnel engaged in incident mitigation unless relieved by a higher rank; prepares for and participates in training; plans, implements and monitors work programs and evaluates them to insure objectives are met; participates with the departments 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; develops effective team function for personnel assigned and with other shifts, divisions and peers; attends meetings and training required to accomplish assigned duties; evaluates the performance of personnel on a frequent basis; act as Fire Chief when assigned.

Employment Standards

Education and Experience

Education: Any combination of education and experience equivalent to the completion of two years of college with an A.A. or A.S. degree, including

supplemental courses in Fire Science, Civil or Structural Engineering or related field.

Experience: Four years supervisory experience in the fire service including fire prevention, hazardous materials, public education, fire investigation, structural inspection and plan checking;

Knowledge and Abilities

Knowledge of: The principles and practices of leadership and management; supervisory techniques; the principles and practices of fire science; the principles and practices of emergency management; the principles and practices of fire prevention; emergency command and the incident command system; 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; principles, practices of contemporary code enforcement, public education, fire investigation and plan checking; effective personnel management including the prevention of any form of discrimination or disparate treatment; first aid; hazardous materials management and incident control; contemporary training techniques; and the 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; provide leadership and motivation of personnel; evaluate personnel and obtain effective use of time; plan, direct and assure effective completion of work; command emergency situations to effective conclusion; ability to maintain effective discipline and morale; to train others; conduct and complete research, records reports; 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 maintain effective labor relations.

License and/or Certificates Required

Possess a Valid Class C California Drivers License at the time of appointment with Fire Fighter Exemption.

Certified Fire Prevention Officer III or Fire Officer; Fire Investigator II, Chief Fire Officer and Fire Instructor I by the State of California and B.A. degree in a related field highly desirable.