

DIVISION FIRE CHIEF TRAINING

Definition

Under general direction of the Fire Chief, the Division Chief is responsible for the planning, organization, direction and coordination of the Fire Department Training Program; 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, monitors the training level of personnel and their preparedness for emergency work; plans, coordinates, manages and directs a comprehensive training for fire department personnel; schedules, supervises, conducts and evaluates training of personnel; directs the training and evaluation of probationary employees; when directed manage a operations division platoon; coordinates training exercises with other jurisdictions; designs, implements and monitors the use of training records and standards; provides direction and control for the operations of one operations division shift when assigned; responds to emergencies as directed by the Fire Chief and assumes command of emergencies by planning, directing, coordinating and supervising personnel engaged in incident mitigation unless relieved by a higher rank; determines the preparedness of personnel to accomplish the fire department mission, goals and objectives to insure they are met; participates with the department's management group to establish mission, goals and objectives and to make adjustments; insures uniform application of policies, procedures and methods of team building and communication; plans, implements and monitors work programs and evaluates them to insure objectives are met; assist in departmental planning; 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

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; principles and practices of fire science; principles of emergency mitigation and how to manage emergencies; knowledge of the principles and practices of fire prevention; knowledge of emergency command and the incident command system; knowledge of motivation and contemporary training instruction, materials and aids; the application of computer technology as related to training and management; goal setting and human relations; conducting a task and job analysis for fire protection occupations; systems and data analysis; writing behavioral and performance objectives; examination preparation and contemporary examination processes; city geography and fire and life safety hazards; effective safety practices and how to monitor effective implementation of such practices; knowledge of 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; hazardous materials management and incident control; the use and maintenance of emergency equipment and apparatus.

Ability to: Develop, maintain and conduct effective training programs; maintain training records and related reference materials; direct the operations of personnel and equipment under emergency and non emergency conditions; communicate clearly and concisely, both orally and in writing; effectively interpret implement and enforce provisions of federal, state and local laws, city and department rules, regulations and policies and other pertinent regulations and policies; manage the mitigation of emergencies; operate all types of emergency equipment and vehicles 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; command emergency situations to effective conclusion; maintain effective discipline and morale; conduct and complete research, records, reports; provide completed staff work; establish and maintain effective working relationships with fellow 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.