



DIVISION FIRE CHIEF Job Specifications

FLSA STATUS:	Exempt (Sworn Safety)
REPORTS TO:	Fire Chief
SUPERVISION:	The Division Fire Chief is under the general supervision of the Fire Chief. May exercise supervision over sworn and non-sworn personnel.
LOCATION:	District Headquarters
HOURS:	40-hour work week Monday through Friday. May be required to work forced hours as the need arises.

GENERAL SUMMARY

Under general direction by the Fire Chief, the Division Chief plans, directs, manages, and coordinates activities, workload and staff of all District functions assigned, which may include; Administration, Operations, Prevention, Support Service, Training, or others as defined by the Fire Chief. This position shall act as the Fire Chief with the full authority of the Fire Chief in the absence of the Fire Chief and Deputy Fire Chief; and shall perform related duties as required or assigned.

This class is distinguished from the Fire Chief by its emphasis on providing hands-on District direction, whereas the Fire Chief provides strategic, long-term planning extending beyond the scope of day-to-day District administration. Plans, organizes and directs the work of safety and non-safety personnel as assigned; positions in this class have considerable independence in determining performance methods from a variety of standard methods and procedures. Incumbents report directly to the Fire Chief unless otherwise assigned to the Deputy Fire Chief, receiving general direction to develop and implement work plans defining the goals and objects of the organization's strategic plan. Incumbents are expected to resolve problems confronted through the application of judgment and precedent. Incumbents are expected to develop and recommend new procedures when solutions are inconsistent with District procedures and policies. Incumbents will work schedule/hours as assigned by the Fire Chief; and performs related duties as required, to include Duty Chief responsibilities.

This position also coordinates District activities with other divisions within the District, and outside agencies as appropriate; provides highly complex staff assistance to the Fire Chief and performs other job-related work as required. When assigned to support services division, under the direction of the Fire Chief, the Division Chief will be

designated as the District's Deputy Fire Marshall as defined in the California Fire Code, Title 24, Part 9 as adopted by the NCFPD governing board of directors.

DISTINGUISHING CHARACTERISTICS

This is an executive management classification responsible for the management of discrete sub-departmental organizational component(s) and programs/functions within the District as determined by Fire Chief. Serves as a member of the District's policy advisory team with responsibilities for development of and implementation of policies and procedures developed. The incumbent exercises policy development and promulgation responsibilities for specific program/functional areas. Demonstrates technical competence while working as an executive team member and exercises independent judgment in a number of confidential and sensitive assignments. Duties and responsibilities are performed in accordance with city policy, ordinance and fire code.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Responds as Chief Officer to emergencies and directs or performs related activities within the Incident Command System (ICS) during multiple alarms, as needed.

Recommends and implements division goals, objectives, policies and procedures.

Manages, oversees and participates in development of work plans; assignment of work activities, projects and programs; monitors work flow.

Reviews and evaluates work projects, methods and procedures.

Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget development for staffing, equipment, materials, and supplies; oversight of division's approved budget.

Prepares reports; documents policies and procedures; performs research; makes presentations before various groups, including the District Board of Directors, as needed.

Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.

Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.

Provides: information to the public; recommends corrective actions; investigates, reports, documents and resolves complaints.

Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service.

Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports District policies and procedures, labor laws, and MOU provisions.

Attends assigned meetings and training; interacts with outside agencies, state and federal fire service committees and/or commissions; provides leadership as assigned.

Assures all District employees work in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements

Represents Fire Chief in his or her absence, as requested.

Manages and monitors work programs related to suppression companies activity coordination; station and equipment maintenance; communications systems for operations and emergency response activities; and station assignments.

Evaluates levels of staffing for proper response, station locations and coverage policies.

Ensures assigned Battalion Chiefs evaluates individual company officers, company and multi-company performance.

Will assist in the preparation and management of the District budget; and controls and monitors expenditures within respective divisions.

Assists the Fire Chief in the development and implementation of District goals, policies and procedures, and priorities of the District.

Informs the Fire Chief of day-to-day activities and any unusual occurrences.

As assigned the Division Chief is responsible for all operations, personnel, and equipment of the fire district and for compliance with district policies, procedures, and special instructions of the Fire Chief.

The Division Chief initiates employee performance evaluations and employee recognition/discipline within assigned divisions.

Assists the Fire Chief with communications links between the administration and division members assigned.

When assigned, oversees the field operations by directing and delegating to the Battalion Chiefs.

Responds to emergency incidents when necessary and may take command of such incidents, using identified and adopted District emergency scene management principles, guidelines and procedures.

Responsibilities include the planning, supervision and execution of the assigned division operations.

In the absence of the Fire Chief, and Deputy Fire Chief shall act as the Fire Chief, assuming the duties and authority of the Fire Chief.

Provides a motivational atmosphere for District members on a daily basis, by setting a good example, a positive attitude and demeanor.

Studies modern firefighter, rescue and emergency methods and techniques.

Shall perform assigned administrative or technical duties in the training, recording, and reporting functions of assigned divisions.

Analyze staffing, efficiencies, resource allocation and training practices within assigned division to continually improve the delivery of District programs and services.

Assumes responsibility for the management and efficient operation of each division assigned through the distribution of work, personnel, resources and apparatus within the District.

Reviews, evaluates, implements, and updates programs, policies and procedures for effectiveness, and develops strategies to provide continuous improvement.

Prepares and presents oral and written reports; may attend internal and external meetings as deemed appropriate and/or necessary by the Fire Chief.

Plans, implements and directs new employee and in-service training programs within respective divisions.

Evaluates operational service delivery areas to identify where improvements may be needed; evaluates and proposes new programs or program modifications to meet operational needs, to include cost analysis of program options.

May represent the District by active participation and membership in civic and community organizations, as well as professional organizations at the city, county, state, national and international level.

May be reassigned divisions, or assigned work from other divisions, or assigned to cover absences, provide relief to equalize and/or balance workload.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Bachelor's degree from an accredited college or university in a related field.

AND

Candidates must have one year or more of experience as a full-time paid Fire Battalion Chief. Additionally, the Division Chief requires 5 years of full-time paid fire suppression experience, with 2 or more years as a Fire Captain.

OR

Current appointment and permanent status as a Fire Battalion Chief for the District.

Certificates:

National Fire Academy Executive Officer (EFO) or California State Fire Marshal Chief Officer or Chief Fire Officer (CFO) will be required to be completed within three years of appointment to Division Fire Chief position.

Knowledge of:

Principles, methods and practices of management, leadership, public administration and labor relations.

Principles and practices of budgeting and contract administration.

Principles, practices and techniques of contemporary firefighting and rescue operations.

Incident Command System (ICS) practices and emergency planning.

Laws, rules and regulations related to fire control and prevention.

District policies and procedures as well as safety rules and regulations.

Emergency communications procedures.

Contemporary training techniques.

Principles, practices and techniques of planning, research and development.

Rights and practices afforded to representatives of the media.

Training practices and techniques.

Principles and practices of public administration.

Physical layout of the District and location of important buildings and structures.

Geography of the DISTRICT.

Desirable Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in a related field is preferred.

Chief Fire Officer (CFO), Chief Officer Series for the State of California, Executive Fire Officer (EFO), NFPA Fire Officer Certification I, II, III, IV, and involvement in municipal, regional or state community service.

Conditions of Employment:

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek as assigned.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

The Division Fire Chief is an unclassified position in which the incumbent serves at the will of the District Fire Chief. As an "At Will" employee, this class does not have permanent employment status.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Service Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X
Fine Motor Manipulation/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____
FIRE CHIEF