

CLASS SPECIFICATION
Fire Division Chief

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the activities and personnel of the Fire Bureau's Training Division or Emergency Operations Division, including fire suppression, emergency medical services, hazardous materials response, and disaster planning; coordinates and evaluates fire and emergency medical dispatching services provided by the Bureau of Emergency Communications; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Position in this class reports to the Fire Chief and are responsible for the overall effective management and operation of the Bureau's Training or Emergency Operations Division. The incumbents direct the division's activities and programs through subordinate Deputy Fire Chiefs, staff officers and civilian personnel. In addition to the position's division management responsibilities, the incumbent performs major staff administrative assignments and is responsible for policy development and implementation, staff resource, and programmatic determination in the areas of assigned responsibilities. Duties may include assuming the responsibility for day-to-day management of the Fire Bureau in the Chief's absence. (Note: This is a premium pay assignment. Assignments are made at the sole discretion of the bureau director. Employees so assigned may be removed from the position without a statement of cause and shall have no appeal rights.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned division; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans and directs the activities of assigned division; enforces bureau policies, rules and regulations; reviews division operations and recommends changes in response to public needs; may assume command of the bureau in the absence of the Chief.
5. Meets with officials and citizens on bureau administration matters; serves as a member of fire code enforcement committees, boards and ad hoc groups.
6. Plans, coordinates, directs, controls, evaluates and reports on assigned responsibilities; identifies problems and prepares recommendations for resolution.
7. Analyzes bureau operations in terms of public needs as determined by fire trends, citizen complaints and observations.
8. Evaluates unit strengths; assigns, reassigns or requests personnel and equipment to meet priorities; resolves inter-unit conflicts.
9. Assumes command of either all in-service forces on a greater alarm fire or other emergency situation.
10. Directs and evaluates activities and operations of the bureau's emergency medical services, hazardous materials and disaster preparedness programs; coordinates programs with other bureaus and government agencies.
11. Evaluates and coordinates fire and emergency medical dispatching services provided by the Bureau of Emergency Communications.
12. Serves as a member of the bureau's executive staff and makes policy recommendations to the Fire Chief.
13. Addresses civic and other groups regarding bureau activities and programs to explain and promote public understanding of its work; promotes fire safety and community risk reduction practices.
14. Negotiates for the bureau in the development of labor agreements, intergovernmental agreements and other contractual relationships.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques in the fields of fire suppression, prevention, rescue and emergency medical services.
2. Rules, regulations and policies of the Fire Bureau.
3. Principles and practices of public administration, including budgeting and purchasing.

4. Research methods and analysis techniques.
5. Principles and practices of effective human resource management and supervision.
6. Effective community and public relations methods and practices.
7. Facilities and apparatus common to the fire service in a large urban setting.

Ability to:

1. Plan, direct and manage the activities and personnel of a large fire suppression and emergency medical response function.
2. Analyze and make sound recommendations on complex administrative, fire suppression and emergency medical response issues.
3. Understand, interpret, explain and apply relevant city, state and federal laws, codes, regulations and policies.
4. Present information, proposals and recommendations clearly and persuasively in public settings.
5. Represent the City effectively in negotiations.
6. Establish and maintain effective relationships with those encountered in the work, including City managers and staff, elected officials, other government agencies and the public.
7. Prepare clear, concise and comprehensive reports, studies and other written materials.
8. Exercise sound expert, independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
10. Manage a diverse staff of technical, professional, uniformed and non-uniformed fire-service personnel.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in fire science, public administration or a closely related field; and at least four years of progressively responsible fire management experience at the level of Battalion Fire Chief; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Current State EMT I certification

Hazardous Materials Technician certification

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

5218 DIVISION FIRE CHIEF Adopted: 04-17-84; Revised: 07-01-92

June 2009 - Change Job Class number from 7955 to 30000825, due to system change.