



JOB DESCRIPTION

Division Chief

Date Prepared: November, 2020

SUMMARY: Under general direction, directs, manages, supervises, and coordinates the activities and operations of assigned Division within the Fire Department including but not limited to: emergency operations, medical services, training, facility/equipment maintenance, disaster preparedness, public education, fire prevention and investigation, and related programs and services; responds to emergency incidents; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Fire Chief. Responds to emergency incidents as required by departmental policy and assumes command of incident unless relieved of command by a superior officer; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following*

- Assume management responsibility for assigned programs, activities and operations of the department including operations, emergency medical services, training, facility/equipment maintenance, communications, fire prevention and investigation, suppression, training, and management.
- Manage and participate in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned programs and services.
- Plan, direct, coordinate, and review the work plan for assigned staff.
- Meet with staff to identify and resolve problems.
- Participate in the selection, evaluation, and discipline of assigned personnel.
- Participate in the development and administration of the annual budget.
- Monitor and approve expenditures and implement adjustments.
- May oversee and identify the development and implementation of the department's training programs for firefighting, emergency medical services, and other emergency response services and community programs.
- May provide or coordinate staff training and drills in fire, rescue, and emergency medical care, and related subjects.
- Coordinate training programs with other divisions, departments and outside agencies.
- Manage the purchasing, maintenance, and inventory of various fire department related equipment, vehicles, and property including communication equipment, vehicles and related equipment, and facilities.
- Prepare and manage grants.
- Establish replacement schedules for equipment, vehicles and property.
- Participate in facilities planning for the Fire Department.
- Coordinate maintenance and repairs to existing facilities, as necessary.

- Prepare a variety of public information materials.
- Conduct or assigns staff to conduct public information/education classes related to emergency and non-emergency operations.
- Provide staff assistance to the Fire Chief.
- Negotiate and resolve sensitive and controversial issues.
- Represent the department on a variety of boards, commissions, and committees.
- Prepare and present staff reports and other necessary correspondence.
- Stay informed of new trends and innovations in the field of fire prevention, fire investigation, suppression, training, and management.
- Develop and maintain an Emergency Operations Center (EOC) facility and coordinate EOC staffing and internal procedures to enable all essential City emergency managers to conduct coordinated operations during emergencies.
- Coordinate emergency communications planning.
- Secure necessary equipment, and conduct drills of emergency communications.
- Conduct tests, exercise, and drills to train emergency management personnel in directing coordinated operations under simulated emergency conditions.
- Coordinate and participate in disaster preparedness training programs for city employees and the public.
- Establish systems to notify the public in emergencies.
- Support the department's medical director and/or designee operational policies and department medical guidelines.
- Coordinate Fire Operations with the delivery of Emergency Medical Services.
- Assist with resources for medical, legal, and risk management.
- Supervise the function of a fire prevention and investigation division.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

An Associate's degree with major course work in fire science, fire administration, public administration or other related field AND ten years of increasingly responsible experience in an agency providing a full range of urban fire protection services and the delivery of Emergency Medical Services INCLUDING two years of management and administrative responsibility at the level of Battalion Chief is required. A bachelor's degree is desired.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- As an alternative to a California driver's license, if the candidate or incumbent is an out of state resident (outside of California) he/she must maintain the appropriate license equivalent to a California class C.
- California State Fire Marshal Chief Fire Officer Certification or equivalent is required.
- Current California certification as an EMT- B or National Registry EMT or AEMT is desired.

Knowledge of:

- Firefighting tactics and strategy.
- Principles of incident safety.
- Automatic and mutual aid agreements.
- Personnel certification and license requirements.

- Principles and practices of program development, implementation, and administration.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Principles and practices of Disaster Preparedness, Emergency Management, and Homeland Security program development and administration.
- Operational characteristics of fire apparatus and equipment including Code 3 driving techniques.
- Modern fire loss and fire prevention principles, methods, and practices.
- Geography and street layout of the City and surrounding area.
- Personal Protective Equipment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and laws relating to supervision, training, discipline, and performance evaluation of department personnel.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of customer service.

Skill in:

- Overseeing and participating in the management of fire suppression, prevention, emergency medical services, training and disaster preparedness program services and activities.
- Acting as the Incident Commander, Operations Section Chief, or Branch Director on incidents (e.g., major structure fires, hazardous materials incidents, vegetation fires, emergency medical incidents, or earthquakes) or planned City events (e.g., parades, community events, protests).
- Functioning as Command Staff during Emergency Operations Center (EOC) activation.
- Emergency incident management, specifically the Incident Command System (ICS).
- Hazardous materials incident management.
- Confined space and technical rescue techniques.
- Emergency and non-emergency medical service delivery and program management.
- Management of commercial, industrial, multi-story, and vegetation fires.
- Performing competently in dynamic, highly stressful situations.
- Commanding fire department staff.
- Operating vehicles and radios.
- English usage, spelling, grammar and punctuation.
- Overseeing, directing, and coordinating the work of lower level staff.
- Selecting, supervising, training, and evaluating staff.
- Effectively working with contractors and managing contract agreements.
- Analyzing problems and identifying alternative solutions, project consequences of proposed actions and implementing recommendations in support of goals.
- Participating in the development and administration of division goals, objectives, and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Meeting and dealing tactfully and effectively with the public in all types of situations.
- Collecting, analyzing, evaluating and delivering clear and concise data.
- Reacting quickly and calmly in all types of emergency situations.
- Public Speaking.

- Researching, analyzing, and evaluating new services, fire and EMS delivery methods and techniques.
- Interpreting and applying federal, state and local policies, laws and regulations.
- Demonstrating an awareness and appreciation of the cultural diversity of the community.
- Communicating clearly and concisely, both orally and in writing.
- Working cooperatively with other departments, City officials, and outside agencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Preparing and presenting public information and educational programs.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Adult learning processes, and the theories, principles, techniques, for department training and education.
- Effective communication with EMS administration, with questions, concerns, and guidance.
- Supporting and managing basic and advance level pre-hospital medical care and treatments.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily within an office environment. Incumbent must be physically able to perform strenuous and hazardous tasks under emergency conditions. Respond to major fire alarms and emergency situations. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, dust and irritating or hazardous materials and chemicals. Protective clothing helmets, gloves, boots, etc., are required while responding to emergency calls. Physical demands require running, bending, stooping, climbing and frequently lifting heavy objects. Incumbent must be able to pass the medical examination required of fire personnel. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent may be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying hours.

Department Head

Date

Personnel Officer

Date