



DIVISION FIRE CHIEF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Participates in the development of departmental goals and objectives; manages and supervises the activities of assigned functions; assists in the formulation of policies and procedures; coordinates activities with City staff and outside agencies; serves as a member of Incident Command at emergency scenes; may assume full responsibility for Fire Department administration in the absence of the Fire Chief and Deputy Fire Chief; and performs other related duties as required. The Division Fire Chief serves as Duty Chief on a rotational basis and is subject to emergency call while on and off duty.

IDENTIFYING CHARACTERISTICS

The Division Fire Chief is a management level classification responsible for providing administrative support to the Fire Chief and managing a variety of activities and programs within an assigned Division of the Fire Department. This classification is distinguished from the next higher-level classification of Deputy Fire Chief in that the latter functions as second in command of the Fire Department, has responsibility for the direction of Fire Department Divisions and assists in the overall management of the Fire Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Supervises staff responsible for developing, coordinating, and implementing the Emergency Medical Services (EMS) quality assurance and training programs for Emergency Medical Technician and Paramedic personnel.

Manages, develops, recommends, schedules and identifies the need for long- and short-range training programs for shifts, engine companies and departmental staff including, in-service training, new personnel training, proficiency and performance testing, Federal and State mandated safety training and other departmental training needs; develops and maintains training record systems, including analysis of training needs and tracking of individual and company training activities; conducts training programs; develops and prepares training materials.

Develops and maintains a comprehensive written plan for the department's training and safety programs, including an analysis and identification of laws and standards which mandate, or significantly increase or change training requirements and safety practices.

Assists in the development, planning and implementation of the goals and objectives of the department; assists in the development and implementation of policies and procedures; assists with short- and long-range planning; analyzes and recommends strategies to improve effectiveness of operation; provides technical assistance and advice to the Fire Chief and Deputy Fire Chief.

Develops, maintains, and implements programs related to departmental activities.

Prepares a variety of reports and written documents; recommends, develops and implements changes in policies, rules and regulations; performs research and analysis of administrative or operational issues by gathering data, conducting feasibility studies, preparing reports and making recommendations.

May participate in the recruitment and selection activities for the department; supervises, trains, and evaluates assigned staff; assists subordinate staff in establishing program and objectives; interprets and explains regulations, policies, and procedures to staff; assists with staff orientation and training.

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Prepares budgets related to assigned activities; assists in Department budget development and implementation; participates in the forecast of additional funds need for staffing, equipment, materials, and supplies; administers the approved budget.

Seeks alternative funding sources such as grants and public/private partnerships.

Represents the Department at regional inter-agency association meetings and on various regional committees.

Oversees and participates in the development and implementation of the Department's Community Emergency Response Team (CERT) program and activities.

May act as the Fire Chief or Deputy Fire Chief in their absence as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Thorough knowledge of Fire Department Vision, Mission, Values and Expectations; standard Fire Department policies, procedures, and practices; fire related codes and ordinances; applicable federal, state and local regulations.

Working knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS) and SEMS; strategic analysis and long-range planning; computerized record keeping and reporting systems; staff scheduling and resource allocation.

Principles, practices, methods and techniques of modern fire and life safety, fire suppression, fire investigation, emergency medical services and disaster preparedness activities; hazardous materials response, and associated programs, services, and operations.

Operational characteristics, maintenance and uses of firefighting apparatus and equipment.

Techniques, tools, equipment, and materials related to fire suppression, prevention, training, and incident command; principles and practices of staff supervision, training, evaluation and development; principles of program management and administration; course and lesson plan development.

Some knowledge of principles and practices of budget administration and monitoring.

Ability to:

Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.

Effectively use specialized fire suppression tools and equipment, including safety equipment.

Research, analyze, interpret, compile, and evaluate administrative and/or technical issues and make appropriate recommendations for action.

Plan, coordinate and implement comprehensive programs.

Develop effective curriculum and training materials.

Assist in developing and administering the department budget.

Supervise, lead, motivate, train and evaluate staff.

Assess emergency incidents and operations and develop, implement, and direct appropriate action.

Effectively utilize staff, equipment, and apparatus in emergency and non-emergency situations.

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Communicate clearly and concisely, both orally and in writing; write accurate and comprehensive reports and correspondence; communicate verbally in an effective manner to provide training and make presentation to groups.

Establish and maintain effective working relationships; tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status; represent the department to other agencies and the community.

Observe safety principles and work in a safe manner; maintain physical health, strength, stature, and agility to meet the physical demands of the position as determined by a pre-employment examination.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

An Associate's degree from an accredited college or university with major coursework in fire science, fire administration, public administration, or other related field, and successful completion of a state certified fire academy. A Bachelor's degree is highly desirable.

Experience:

Six years of increasingly responsible fire service experience including two years of supervisory or administrative experience at a level comparable to that of a Fire Captain with the City of Suisun City.

License or Certificate:

Possession of a valid California class C driver's license with firefighter endorsement is required.

Possession of Firefighter I and II, Fire Officer, and Chief Fire Officer certification issued by the State of California are required.

Possession of Fire Instructor certification or ability to obtain certification.

Possession of appropriate, valid EMT and CPR certifications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work will include both office and field activities. Requires travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in a high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc.; wear protective apparel including goggles, face protector, aprons, safety shoes, and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside city boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information;

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ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment. Ability to operate in high stress fire suppression and rescue environment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

OTHER CHARACTERISTICS

Work Hours: May be assigned to a variety of shifts but primarily works a 40-hour or alternative 9/80 schedule.

FLSA	Exempt
B.U.	SCMPEA
Established	October 2006 – Johnson & Associates
Abolished	4/5/2022 – Resolution 2022-50
Re-Established	7/19/2022 – Resolution 2022-