



DIVISION CHIEF

Definition:

Under general supervision of the Assistant Fire Chief, incumbents plan, organize, direct and evaluate one or more Divisions, or areas of responsibility including Operations or Fleet/Logistics. This is a multiple-position management classification. Each position is responsible for performing general to complex administrative tasks related to the assigned program area, including, but not limited to: Budgeting, personnel management, and formulation of District policies and procedures, as well as oversight of emergency operations as needed or requested. The Division Chief may function as the Acting Assistant Fire Chief as necessary and performs related work as required.

Minimum Requirements:

- Must reside within 30 minutes of the District.
- Possession of a valid California driver's license; ability to attain any specialized license to drive departmental apparatus; ability to maintain required driver's license requirements as established by the Fire Chief and pass an "insurability" check by the District's insurance carrier. Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.

Education and Experience:

Equivalent to possession of an Associate's degree from an accredited college or university with significant coursework in fire science, public or business administration, or other related field of study. 6 years of increasingly responsible experience in governmental fire suppression and prevention, with a minimum of One year in the classification of Battalion Chief.

Possession of a Bachelor's degree is desirable.

Typical Duties:

- Manages the day-to-day operations and personnel assignments of the various Divisions within the District. Day-to-day operations may include employee relations, safety, purchasing, appraisals and other administrative duties.
- Is responsible for the comprehensive development and implementation of program objectives and program budgets.
- Develops and implements new programs that enhance the Fire District's organizational goals.
- Provides emergency management oversight as needed or requested.
- Implements Fire District Disaster Operational Plans as needed.
- Supervises programs relating to facility needs and fire apparatus maintenance and repair; conducts ongoing review of programs for efficiencies and effectiveness.
- Provides leadership and direction for subordinate personnel.
- Takes a leadership role in various committees, professional organizations, training exercises, courses and conferences.
- May provide coverage during absences of other Division Chiefs or Fire Chief as requested.
- Provides administrative assistance to the Fire Chief relating to special projects, analytical studies and policy input and development.
- Performs other related duties and responsibilities as assigned.

Knowledge of:

- Modern fire suppression methods, technology and equipment.
- Principles and practices of personnel and general management.
- Principles and practices of training.
- Operations, Fleet/Logistics and Facilities Management.

Ability to:

- Effectively motivate, supervise, and elicit the cooperation of others.
- Render sound decisions in emergency situations.
- Implement and evaluate assigned program areas; analyze program needs and related documents, making recommendations for improved methods, changes in operation, or staffing requirements.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include performing firefighting or related activities in an emergency situation.
- Exercise good professional judgment and make sound decisions in a manner consistent with the essential job functions.
- Communicate effectively in writing and orally; assimilate, understand, and convey information in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, outside agencies, and the public.
- Effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District in an effective and professional manner at all times.
- Take a proactive approach to customer service issues.
- Recommend process improvement changes to streamline procedures.
- Properly use and maintain all safety equipment as per District policy, procedures or guidelines.
- Maintain confidentiality regarding sensitive information.
- Operate a personal computer and appropriate worked-related applications, including: word processing, calendaring, spreadsheets and e-mail systems, etc.