GENERAL PURPOSE

The Fire Division Chief provides leadership and hands-on management to one of the department’s two divisions. Strong supervisory and administrative skills are required to effectively plan, organize, coordinate, execute and evaluate the efforts of each division. In addition, a Fire Division Chief prepares and writes reports; directs, motivates, trains and provides leadership for one or more administrative functions; works closely with Mutual Aid Battalion Chiefs and may serve as incident commander; prepares budget recommendations to the Fire Chief and executes implementation of adopted budget; performs related management work as required.

DISTINGUISHING CHARACTERISTICS

The Fire Division Chief functions under the direction of the Fire Chief and the City Manager. The Fire Division Chief supervises all subordinate employees of the department.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described 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 a disability to perform the essential duties, skills, and demands.

Duties:
Assumes Department wide responsibility for one of the two following areas: operations or support.

Supervises the Fire Captain of a given shift on a rotating basis; assumes the role of incident commander upon arrival at a major emergency incident and coordinates planning programs with mutual aid cities.

Develops budget programs in particular field of responsibility for Fire Chief; and assumes responsibility for implementation of adopted budget within area of responsibility.

Gives direction for fire suppression and fire prevention activities during shift; and operates fire apparatus as required.

Evaluates candidates for employment and makes recommendation to the Fire Chief; evaluates all subordinate employees of the department and makes recommendations for eligibility of merit increases; undertakes disciplinary action against subordinate employees; and maintains confidential employee Records.

Serves as Acting Chief as required.

Performs other confidential activities as directed by the Fire Chief or City Manager.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The following requirements are representative of the knowledge, skills and/or abilities required.

Knowledge, Skills and Abilities:

Knowledge of
Modern fire suppression, prevention, and administration principles, methods, practices and techniques, and incident command requirements.

Departmental rules and regulations; personnel regulations and requirements.

Sound principles and practices of fire prevention, training and equipment maintenance; fire apparatus, equipment, tools devices, facilities and their proper utilization, maintenance requirements and methods.

Techniques utilized in budget development and administration, equipment procurement, and maintenance.

Skills/Abilities
Train personnel and maintain equipment.

Direct departmental operations.

Effectuate personnel requirements, including disciplinary actions.

Perform duties requiring physical endurance and agility, including the ability to lift up to 180 pounds.

Communicate clearly and concisely, both orally and in writing.

Work alone or as a member of a crew.

Receive satisfactory results from a background investigation, polygraph test, psychological evaluation, physical examination, which includes a drug screen, and an administrative review (required for external applicants only).

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
A Bachelor’s degree in Public Administration, Business Administration, Emergency Management or a related field.

Experience
Ten (10) years of increasingly responsible experience with the San Marino Fire Department, including at least one year in the position of fulltime Fire Captain.

Licenses/Certificates
- Possession of California State Fire Marshal Chief Officer Certification or equivalent.
• Possession of a California Class A or B commercial driver’s license with appropriate endorsements is required as a condition of probation and continued employment.
• Possession of a valid California Emergency Medical Technician certificate is a condition of probation and continued employment. A California Paramedic License with Los Angeles County accreditation is preferred.
• Possession of completed California Incident Command Certification System (CICCS) Strike Team Leader (STEN) Task Book.

Physical Demands and Work Environment:

Physical demands
The physical demands described 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.

While performing the duties of this job, the employee is regularly required to talk and must be able to hear pager, radio communications, human voice, sirens. Employee is frequently required to sit, stand, and walk for long periods of time; use hands and fingers to manipulate, handle or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, or crouch.

Employee must occasionally lift and/or move up to 180 pounds; perform duties requiring physical endurance and agility. Specific vision abilities required by this job include the ability to see well in difficult conditions, i.e., night time driving, smoke conditions. Must be able to read fine print and work at a computer work station, read maps. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust, focus, and be free from color blindness.

Work environment
Characteristics described 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.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled office.

While working outdoors, the employee may be exposed to noise, vibration, extremes in temperature or humidity, dust, gas or fumes, at all times of day and in all weather conditions and is routinely exposed to hazardous situations such as smoke and products of combustion, chemicals, and gases on emergencies that may result in injury, and/or death.

Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, radio traffic, road traffic, fire engine pumps, shouting, and yelling.

Department: Fire Department
FLSA Status: Exempt
Revised: 7/1/13