

# CITY OF LOMA LINDA



## Division Chief

DATE ADOPTED: 10.27.1987; LAST REVISED: 02.2019

### DEFINITION

Under general direction of the Fire Chief, the Division Chief plans, supervises, directs, and coordinates public safety activities of the assigned division within the Fire department and completes complex administrative duties as assigned; performs related duties as required.

### CLASSIFICATION

Exempt classification; Reports to Fire Chief

### CLASS CHARACTERISTICS

The Division Chief manages a division of the Fire Department; directs and completes special assignments in support of the Fire Chief; assists the Fire Chief in meeting council policies, goals, and legislative mandates. The Division Chief may act for the Fire Chief as designated during periods of absence. The Fire Chief will assign the incumbent to a division. Potential division assignments include the following: Emergency Services Division, Training/EMS Division, Support Services Division or Community Safety Division.

### EXAMPLES OF DUTIES

The following duties are typical for the class; Incumbents may be required to perform additional or different duties from those set forth in the description.

*Duties may include, but are not limited to, the following:*

1. Assists in the development and implementation of public safety policies, rules, and regulations pertaining to fire and rescue suppression, emergency medical services, prevention, training, and related public safety operations.
2. Plans, directs, and coordinates public safety personnel engaged in fire suppression and rescue, emergency medical services, prevention, training, and public safety operations, including traffic and parking.
3. Assists in the development and administration of the budget for the assigned division of the Fire Department.
4. Serves a regularly scheduled period of duty coverage, and may assume command at a large-scale emergency incident, unless relieved by a superior officer.
5. Advises, and otherwise provides assistance to the Fire Chief, City Manager, department heads, and the general public concerning public safety issues.
6. As designated representative of the department, coordinates fire suppression and rescue, emergency medical services, prevention, training, and public safety operations with other city departments, other fire departments and agencies.

7. Participates in the selection of public safety employees; plans and organizes work; participates in the development and implementation of work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; initiates disciplinary action.
8. Works effectively in conjunction with neighboring agencies/jurisdictions to coordinate staffing and resources to provide public safety services to the City of Loma Linda and its service area.
9. In accordance with established policy, recommends the purchase of supplies and equipment utilized in fire suppression and rescue, emergency medical services, prevention, and related activities.
10. Incumbent may be required to respond to calls when off duty, with alternating on call status.

*Fire Department Division Assignments a-d are listed below.*

*When assigned to:*

a. **Emergency Services:**

The incumbent has primary responsibility for fire department operations including: fire suppression, rescue operations, hazardous materials response, emergency medical response services and related activities in support of these functions.

b. **Training / EMS:**

The incumbent has primary responsibility for department training including: coordinating/facilitating training, establishing training priorities, maintaining department training records; ensuring legal compliance, overseeing onboarding of new hires and coordinating promotional testing, and documentation, relaying appropriate information to Human Resources Department, EMS program oversight; serving as a: JAC representative, CICCIS coordinator and SBCO Training Officers representative.

c. **Support Services:**

The incumbent has the primary responsibility for department Information Technology Coordination, serving as CONFIRE liaison, department fleet management, uniform and safety gear management and department facilities management; Ensures all equipment, safety clothing/gear, uniform, apparatus, and supplies are specified, purchased, received, inventoried and distributed in an effective manner consistent with city policy, state/federal laws and industry standards; establishes replacement schedules for equipment, vehicles and property.

d. **Community Safety (Fire Marshal) :**

The incumbent has the primary responsibility to direct, coordinate and supervise the Community Safety Division including Fire Prevention, Disaster Preparedness and Parking Control. The incumbent promotes community safety and fosters positive relationships acting as a liaison with key community stakeholders ;reviews and processes materials assigned to the community safety division; interprets and applies city codes, laws, and ordinances; recommends the necessary changes and updates to the local codes based on changes in the Fire Code; coordinates emergency communications planning; makes recommendations regarding Disaster preparedness training programs; provide assistance to the fire chief by resolving sensitive and controversial issues and responding to difficult and sensitive citizen inquiries and complaints.

*While this is a multi-position classification with each position assigned to a specific area, the incumbents may be called upon to assist, or assume the duties in another area of assignment and perform other related duties as assigned.*

**KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Modern municipal fire department administration and organization; working knowledge of laws affecting fire prevention
- Methods, techniques, and equipment used in modern firefighting, rescue and emergency medical services
- Principles and practices of supervision
- Public safety services provided in the areas of, building and safety, traffic and parking control

#### Ability to:

- Plan, organize, and coordinate department activities
- Supervise, train and evaluate assigned personnel/volunteers
- Assume command at emergencies and provide leadership
- Prepare and present clear and concise reports; make recommendations in support of department goals
- Communicate effectively using both verbal and written communication skills
- Meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships
- Perform competently in stressful environments/situations
- Interpret and apply federal, state, and local policies, laws and regulations
- Establish and maintain effective working relationships with those contacted in the course of work; including, but not limited to working cooperatively with city staff, city officials, other departments, outside agencies, and the general public

### QUALIFICATION AND EXPERIENCE GUIDELINES

#### **Education:**

Possession of an Associate's degree (A.A or A.S) from an accredited college or university with major coursework in fire science, fire administration, business or public administration or a job-related field; Bachelor's degree preferred.

#### **License and Certification Requirements:**

- Possession of or ability to obtain a valid California driver's license with firefighter endorsement and a satisfactory driving record
- Possession of or ability to obtain and maintain Emergency Medical Technician or Paramedic certification and Basic Life Support certification
- California State Fire Marshal Fire Officer Certification: Possession of or ability to obtain certification as a Chief Officer in the State of California within 18 months of appointment
- Certified or strike team leader or strike team leader trainee within one (1) year of appointment

#### **Experience:**

- Requires a minimum of ten (10) years full-time paid municipal firefighting experience, with at least five (5) years serving as a Chief Fire Officer. *Minimum of one (1) year as a Battalion Chief preferred.*
- Must have proven extensive and diverse operational experience in municipal and urban-interface settings.

**Additional Division Chief-Fire Marshal requirements:**

In addition to the above listed license, certification, education and experience guidelines the Fire Marshal requires: A combination of *additional* fire prevention education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance as a Fire Marshal.

SPECIAL REQUIREMENTS

*Essential functions and duties require the following physical abilities and work environment*

- Incumbents must pass a physical examination, including drug screen at time of appointment; Able to lift 10 lbs.; specific vision abilities consistent with DMV requirements.
- Incumbent must be eligible for membership in the Public Employees' Retirement System as a safety member.
- Incumbents must refrain from smoking tobacco either on or off duty
- This job operates in a standard office environment and requires occasional works in outside weather conditions. While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, and crouch.
- The employee is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The individual may be exposed to blood or other potentially infectious materials during the course of duties.
- Incumbent may be required to work extended hours including evening and weekends; Incumbent must be physically able to perform strenuous and hazardous tasks under emergency conditions and must have the stamina and the mobility to work long hours in the event of an emergency.
- Travel is primarily local during the business day, although some out-of-area travel and overnight may be expected.

OTHER DUTIES

Duties, responsibilities and activities may change at any time with or without notice.

*This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the described position*

Employee \_\_\_\_\_ Date \_\_\_\_\_