

## **DIVISION CHIEF**

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### **DEFINITION**

Under general direction of the Deputy Chief or Fire Chief, manages, supervises, plans, directs, coordinates and commands activities of the Fire Department pursuant to preventing or limiting loss of life and property in emergency and non-emergency situations; responsible for oversight of department divisions which may include, but is not limited to, Suppression, EMS, Disaster Preparedness, or Training. Performs assigned administrative and supervisory duties and performs other related work as required which may include directing activities with other divisions, departments and outside agencies and responsibility for complex administrative projects.

### **DISTINGUISHING FEATURES**

Positions in this class perform duties relating to overall departmental activities. Work in the class is distinguished from that of lower classifications by the department-wide scope of responsibility and accountability. This requires management of critical administrative, operational, and supervisory duties and oversight of multiple complex programs. Work performed may vary depending upon duty assignments but consists of responsibility for 24-hour emergency management oversight, general administrative tasks such as personnel management (including training, performance evaluation, worker's compensation) and formulation and implementation of departmental policies and programs. Responds to greater alarms to monitor field operations and to command major or sensitive emergency incidents, inspections, and enforcement operations as needed. Employees in this classification are assigned to an administrative position. This classification is distinguished from the higher-level Deputy Chief classification in that the incumbent of the latter functions as a second in command to the Chief. It is further distinguished from the lower-level Battalion Chief in that the latter manages an entire response area/functional area as a supervisor of front-line response resources supervised by Captains.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s). This is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

### **Essential Duties**

1. Manages, plans, directs and coordinates activities of the department as assigned.
2. Performs emergency response tasks including those associated with responding to incidents. At emergency incidents, and in the absence of a senior officer, a Division Chief may direct and ensure the efficiency of multi-unit operations, fire ground operations, and Emergency Operations Center assistance.
3. Responds to mutual aid emergency requests and to greater alarms as assigned, assisting in command and control while performing various duties within the scope of the Incident Command System (ICS).
4. Develops strategies, tactics, and plans for pre-emergency and emergency situations and all risk mitigation of related incidents to ensure safe and effective responses.
5. Responsible for cultivating safeguards for the safety of personnel in emergency and non-emergency operations.
6. Schedules and supervises various activities including maintenance of facilities, apparatus, equipment and grounds; provides consistent and comprehensive flow of information to and from assigned subordinate supervisors.
7. Conducts critiques of major emergencies to determine training and operational needs.
8. Maintains knowledge of the latest advancements and required training relative to preventing or limiting loss of life and property in emergency situations including but not limited to dealing with fires, disasters, disaster preparedness, medical emergencies, paramedic services, water rescues, confined spaces, hazardous materials, and other emergency situations.
9. Identifies training needs and evaluates existing training programs; develops, conducts, and oversees drills and training programs in collaboration with assigned training division staff; develops and prepares training materials, aids, manuals, information bulletins and General Order Bulletins in collaboration with assigned staff.
10. Oversees staff and supervises EMS compliance in accordance with both local and state requirements utilizing quality assurance best practices and coordination with department and county Medical Directors.
11. Manages, plans, directs and coordinates all aspects associated with providing ALS transport services and FRALS services.
12. Interprets and enforces City and departmental rules, regulations, Memoranda of Understanding (M.O.U.), and policies and assists in policy formulation.
13. Participates in evaluation of departmental procedures.

14. Supervises, trains, develops, and evaluates assigned staff to improve work and compliance with Department regulations, standards, policies, and procedures.
15. Works with assigned staff to develop and update a career development plan and conducts annual employee performance evaluations based on regular, informal feedback and documented events throughout the year.
16. Serves as a mentor to subordinate staff to promote professional development.
17. Investigate alleged violations of policies and procedures, rules and regulations and/or county or state requirements; implement and recommend disciplinary actions to improve personnel performance and behaviors.
18. Monitor human resources activities for one or more division(s) including recruitment, hiring, training, employee relations, and other areas as necessary.
19. Oversees staff responsible for scheduling shift and incident operational periods and performs scheduling for shift and incident operational periods as needed or required.
20. Plan, delegate, monitor and oversee execution of special projects and programs, and division programs and activities.
21. Develops, maintains and evaluates manuals and computerized staffing, record keeping and reporting systems.
22. Conducts research, prepares and reviews reports and recommendations on assigned subjects; performs specifically assigned administrative duties.
23. Responds to media inquiries and issues statements to the media in coordination with the City and Department PIO and in accordance with City and department policy.
24. Responds to Citizen Complaint or inquiries by phone, in writing and or in person.
25. Participates in budget planning, preparation, control and workplan development.
26. Investigates accidents and complaints.
27. May assign personnel to various department divisions with approval of a higher rank and maintains assignment records.
28. Works a scheduled work week as assigned by the Chief of the Department or their designee.
29. Oversees department-wide inspection programs, pre-fire planning, equipment services, facilities maintenance, fleet maintenance and procurement, in-service training programs, and policies.

#### Other Duties

1. Participates in other activities such as serving as a member of the Fire Labor Management Team (FLMT); chairing various committees; attending and presenting at City Council meetings, staff meetings and public speaking engagements.
2. Serves as Acting Chief or Deputy Chief as needed to maintain continuity of Department operations
3. Performs other related duties as assigned by the Fire Chief or their designee.

#### WORKING CONDITIONS

- Work indoors and outdoors.
- Exposure to extreme hot or cold temperature.
- Work at unprotected heights.
- Work around moving machinery.
- Exposure to marked changes in temperature/humidity.
- Exposure to dust, fumes, smoke, gases, odors, mists, other irritating particles, toxic or caustic chemicals, radiation, electrical energy, solvents, grease or oil, excessive noise, vibration, and flames or burning items.
- Slippery or uneven walking surfaces.
- Work below ground.
- Use of computer monitor and equipment.
- Works alone and with others.

#### PHYSICAL DEMANDS

- Lifting up to 75 pounds without assistance and up to 300 pounds with assistance.
- Climbing ladders and work at heights.
- Walking over rough terrain and from truck to truck at fire scenes.
- Standing for long periods of time while operating hoses or raising ladders.
- Reaching waist to shoulder to pull hoses off trucks, carry axes, and move furniture.
- Handling tools, hoses, and protective gear.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

## **EMPLOYMENT STANDARDS**

### **Education/Experience**

Education: High School diploma or equivalent required; and Internal Candidates: Must have completed all course work to obtain Chief Fire Officer certification with the California Office of State Fire Marshal (completion of task book and certification is not required but is highly desirable) . External Candidates: Must be certified as Chief Fire Officer with the California Office of State Fire Marshal. Evidence of advanced education and continued professional training and development is highly desirable for all candidates.

### **Experience:**

Internal Candidates: One (1) year as a Battalion Chief or five (5) years as a Captain with a minimum of 2 years as a qualified acting Battalion Chief (acting time must be the most recent two years) in the City of Alameda Fire Department and continued compliance with current Firefighter employment standards.

External Candidates: Twelve (12) years minimum of full-time, paid fire service experience with a minimum four (4) years of progressively responsible leadership and management experience in a full-time capacity as a Chief Officer (Battalion Chief or higher) with a municipal, county, or state fire department and continued compliance with current Firefighter employment standards. Experience serving a socio-economically diverse community is highly desirable.

### **Knowledge of:**

- Current fire suppression methods and incident command system operations, rescue principles, practices, techniques, equipment, and procedures.
- Modern methods, principles and practices used to prevent or limit loss of life and property in emergency situations dealing with fires, disasters, disaster preparedness, medical emergencies, water rescue, confined spaces, hazardous materials and any other emergency situation.
- Emergency preparedness policies, principles, rules, regulations, codes, and agreements used in emergency response including Mutual Aid agreements.
- Principles and practices of providing emergency medical response at the advanced and basic life support levels.
- Laws, ordinances, and regulations which govern Fire Department responsibilities including building construction, hazardous materials storage and handling and Emergency Medical Services.
- Principles and practices of supervision of a large group of employees through subordinate supervisors, including selection, training, evaluation, discipline, and effective supervision techniques.
- Effective employee relations techniques including disciplinary procedures and the Firefighter Bill Of Rights
- Effective labor relations.
- Practices and procedures of budget preparation and monitoring, material requisitioning, and purchase ordering.
- Principles and practices to achieve and maintain required training and/or certification.
- Safe work practices, procedures and standards.
- City and departmental rules, regulations, practices and procedures; applicable Federal, State and local laws and regulations.
- Operation, maintenance and location of apparatus and equipment including specialized equipment and apparatus.
- City geography; structural composition including waterfront areas, and navigational hazards; basic types of building construction and structural conditions of buildings in the City; target hazards (i.e. hospitals, schools); local water supply, water systems and fire service hydraulics; mutual and automatic aid agreements.
- Knowledge of AFCA and IAFF 689 MOUs
- Principles of fire service teaching and evaluating
- Knowledge of California Office of State Fire Marshall training requirements
- Knowledge of the California Incident Command Certification System
- Functions of other City departments and of county, regional, state and federal fire and life and property protection agencies

### **Ability to:**

- Effectively plan, manage, direct, coordinate and perform assigned activities.
- Delegate efficiently and appropriately.
- Exercise command at emergencies and demonstrate effective leadership.

- Demonstrate teamwork, problem solving and collaboration.
- Demonstrate leadership and delegate efficiently and appropriately.
- Develop, administer, implement and/or complete assigned programs and projects.
- Effectively perform assigned administrative and supervisory duties.
- Instruct effectively, maintain discipline and high morale, stimulate interest, and command respect of subordinates.
- Conduct a thorough fact-finding investigation and enforce regulations firmly, tactfully, and impartially.
- Effectively supervise and perform fire suppression, safety and prevention work, disaster preparedness, emergency medical and paramedic assistant, water rescue, confined space, and hazardous materials duties.
- Prevent or limit loss of life or property in emergency situations dealing with fire, disasters, medical emergencies, paramedic services, water rescues, confined spaces, hazardous materials and any other emergency situation.
- Maintain physical and mental condition appropriate to perform assigned duties and responsibilities.
- Maintain effective audio and visual discrimination and perception needed to perform assigned duties including making observations, communicating with others, reading and writing, and operating assigned equipment and emergency vehicles.
- Effectively deal with, direct and perform work activities under potentially dangerous situations which may include exposure to fire, disasters, disaster preparedness, medical emergencies, water rescues, confined spaces, hazardous materials, technical rescue, emergency driving conditions and any other emergency situations. Working conditions may include exposure to fumes, gases, heat, dampness, dust, odors, dark, high altitudes, disease, decomposed, burned or severely dismembered bodies, smoke, crowds, noise, confined spaces, working alone for long periods of time, heights, and stress.
- Interpret, apply and explain rules, laws, regulations, policies and procedures.
- Issue and implement instructions and directions.
- Analyze situations and make quick decisions requiring sound judgment.
- Manage time in an effective manner.
- Maintain a level of knowledge required for satisfactory job performance.
- Establish and maintain accurate records.
- Prepare and present concise, comprehensive reports and orders using various systems which may include Microsoft Office programs, payroll programs, time keeping software, and other data tracking systems.
- Negotiate and administer contracts and agreements.
- Communicate effectively.
- Act with resourcefulness, courtesy and initiative.
- Exercise independent judgment.
- Function as an effective group or team member.
- Work with other City departments and establish and maintain effective working relationships with employees and the general public.

Other Requirements/Licenses/Certifications:

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Possession of a valid California EMT certificate or EMT-P license is required as a condition of initial and continued employment.

Willingness to work variable shifts, weekends, holidays, irregular days and hours, and on call; respond to mutual aid calls requiring local, regional, in-state or out-of-state travel; attend meetings and educational sessions as required during on or off-duty hours; perform routine, repetitive work; train other employees; wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; take a loyalty or affirmation of allegiance to the United States and to the State of California.