

Drexel Heights Fire District

Job Description

Job Title:	Division Chief - Operations	Position Code:	200
Department:	Administration	Step Range:	66-73
FLSA:	Exempt	Date:	July 1, 2014

General Description

The Division Chief shall assist the Assistant Fire Chief and the Fire Chief in planning, directing and administering the activities of the District, or exercises command over the District during the absence of the Assistant Fire Chief and the Fire Chief. The Division Chief will have authority, in the interest of the District, to effectively recommend to the Assistant Fire Chief and Fire Chief procedures, hire, transfer, suspend, lay off, recall, promote, discharge, direct, reward or discipline employees, or to adjust their appeals as provided by policy.

Supervision Received

Works under the supervision of the Assistant Fire Chief and the Fire Chief

Supervision Exercised

Directly supervises Division Coordinators and Managers as assigned and indirectly supervises subordinate employees and functions of those assigned Divisions.

Essential Duties and Responsibilities

1. Make recommendations for appointments and promotions with the District.
2. Assign work or special projects to subordinate personnel and supervise and carefully evaluate their work.
3. Assume command of the department in the absence of the Assistant Fire Chief and the Fire Chief as assigned.
4. Will hold meetings, as needed, with Division Coordinators and Managers and other assigned personnel.
5. Instruct subordinates in policies and guidelines of the District.
6. Answer correspondence, prepare reports to the Assistant Fire Chief and Fire Chief, calling attention to defects, and recommending corrective actions.
7. Shall exercise such other administrative authority and supervise such other District work as the Assistant Fire Chief and Fire Chief may assign.
8. Take command (if transferred) of major incidents or other major emergency situations.
9. When requested, engages in public relations activities such as speeches and attendance at meetings.
10. Attend monthly Board Meetings and Special Board Meetings as needed.
11. Guide general inspections of the District's facilities, personnel and in-service training on a regular basis.

12. Report to the Assistant Fire Chief and Fire Chief on the performance and behavior of all employees of the District and is responsible for the discipline and efficiency of the employees under his/her command.
13. Report to the Assistant Fire Chief and Fire Chief daily any updates or current issues.
14. Will assist the Assistant Fire Chief and Fire Chief and at times supervise assigned administration support or administrative service projects.
15. Operate radios and other communications equipment utilizing clear and concise verbal skills.
16. Direct, coordinate firefighting activities including rescue, operations of fire apparatus and equipment, and overall incident command operations. Activities will include use of NIMS as approved by the District.
17. Respond as dispatched with the District and on mutual aid incidents as needed.
18. Participate in budget preparation; prepares cost estimates for budget recommendations; submits justifications; monitors and controls expenditures.
19. Monitor employee performance; prepares employee performance reviews; provides guidance/counseling to correct deficiencies; implements discipline procedures.
20. This position is a safety sensitive public safety position.
21. Maintain positive working relationship with the public and District personnel.
22. Perform duties and assignments based on direction from the Assistant Fire Chief and Fire Chief.

The above listed examples of work are not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duty and responsibility at its discretion.

Knowledge, Skills and Abilities

1. Ability to think logically and quickly during an emergency.
2. Ability to listen to and apply information and instructions.
3. Ability to read and comprehend technically written materials and manuals.
4. Knowledge of controlling laws and ordinances affecting the District.
5. Thorough knowledge of geography of the District.
6. Ability to direct and supervise the work of others.
7. Ability to deal firmly and courteously with the public.
8. Good judgment and dependability.
9. Ability to read, write legibly, speak distinctly and have good hearing.
10. Requires confidentiality and ability to remain calm under stress.
11. Ability to build teams.
12. Ability to maintain and uphold high ethical standards.
13. Possess the knowledge and skills to speak publicly and make presentations.

Minimum Education, Training and Experience Requirements

1. Any combination of education and experience equivalent to a Bachelors Degree in business or management, fire science or a related field.

2. Ten (10) years of experience in fire or emergency medical service work, five (5) years of which must have been equivalent to Battalion Chief or higher.
3. Must possess or be able to possess a valid Arizona Drivers License.
4. No felony convictions or disqualifying criminal histories within the past ten (10) years.

Preferred Education, Training Experience and Abilities

1. Masters Degree in Public Administration or related field.
2. Completion of the Executive Fire Officer Program.
3. Ability to communicate in both English and Spanish.

Tools, Equipment and Work Aides Used

Telephones (including the use of ear pieces), radios, computer, typewriter, calculator, motor vehicle, copier, fax machine and other typical office equipment.

Physical Demands

The physical demands described here 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 frequently required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel, crouch or crawl; taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here 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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

Selection Guidelines

Formal application and resume; review of education and experience; appropriate testing and interviews; oral interview; background check; drug screen; final selection and completion of a pre-employment medical exam. The Fire Chief makes this appointment.

Miscellaneous

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Isl *Douglas Chappell*

Effective Date: July 1, 2014