

Menlo Park Fire Protection District

DIVISION CHIEF

(Safety, full-time, exempt, senior management, benefited position)
Class Description

Definition

Under general supervision, plans, organizes, directs and evaluates one or more Divisions or areas of responsibility including the Fire Prevention Division, the Training Division, and the Operations Division; and performs related work as required.

Distinguishing Characteristics

This is multiple-position management classification found in the Fire District. Each position is responsible for performing general administrative tasks related to the assigned program area such as budget preparation, monitoring, and report development; personnel management including conducting safety training, developing performance evaluations; formulation of departmental policies and new program development, attending training, and implementing training standards in specific program areas. In addition, incumbents perform a variety of tasks directly related to each of the assigned program areas, including Operations, Fire Prevention, Training, or Administrative responsibilities.

Typical and Important Duties

1. 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.
2. Mentors subordinate employees.
3. Is responsible for the comprehensive development and implementation of program objectives and program budgets.
4. Develops and implements any new programs that enhance the Fire District's organizational goals.
5. Ensures that the latest techniques are used, i.e., alarm response, fire fighting, salvage, rescue, and reporting.
6. Coordinates the various programs to assure they do not conflict.
7. Directs multiple fire companies during emergency operations.
8. Implements Fire Department Disaster Operational Plans as needed.
9. Reviews and supervises programs relating to fire station needs and fire apparatus maintenance and repair.
10. Provides policy input and policy development for the Fire Chief when appropriate.
11. Manages day-to-day operations, provides leadership and direction for subordinate personnel.
12. Takes leadership role in various committees, professional organizations, training exercises, courses and conferences.
13. May provide coverage during absences of other Division Chiefs, Deputy Chief or Fire Chief.
14. Develops and implements a department training program geared both to the department's needs and employee development needs, including a joint training plan, where appropriate, with neighboring fire departments.

- 15 Provides administrative assistance to the Fire Chief in the form of special projects, analytical studies, and policy input and development.
- 16 Stays current with changes in education, technology, rules, regulations, and laws related to the work.
- 17 Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Modern fire suppression methods, technology and equipment.
- Principles and practices of personnel and general management.
- Principles and practices of training.
- Acceptable report writing methods.

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 life threatening fire fighting activities in an emergency situation.
- Exercise good professional judgment and to make sound decisions in a manner consistent with the essential job functions
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to customer service issues.
- Make/recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Operating assigned equipment.
- Basic keyboarding.
- Operating a personal computer and appropriate worked-related applications, such as including word processing, calendaring, and e-mail systems, etc.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Five years increasingly responsible experience in fire operations and/or training in a recognized Fire Department, including two years of supervisory experience at the level of fire captain or above, served in operations or training.

Training: A Bachelor's degree from an accredited college or university will be required as a condition of appointment. Candidates lacking enough college units will be given an opportunity to obtain their degree in a reasonable time period, mutually agreed upon between the Fire Chief and the candidate.

Licenses and Certificates

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California Driver's License, which must be maintained as a condition of employment.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to run, walk, crouch or crawl during emergency operations; move equipment and injured/deceased persons; climb stairs/ladders; perform life-saving and rescue procedures; walk, stand or sit for extended periods of time; operate assigned equipment and vehicles; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

Work Environment: Mobility to work in a typical office setting or field environment with exposure to fire encompassed surroundings, unsafe persons, dangerous animals, hazards of emergency driving; effectively deal with personal danger which may include exposure to hazards associated with traffic control and working in and near traffic; and natural and man-made disasters.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved:

Revised Date: September 2007

Former Titles:

Abolished:

Bargaining Unit: Senior Management

ADA Review:

DOT:

Physical: Class

Status: Exempt

EEOC Category:

Job Code:

Resolution #:

Resolution Date: