

EAST FORK FIRE PROTECTION DISTRICT JOB DESCRIPTION



JOB TITLE: Division Chief
REPORTS TO: Deputy Fire Chief

FLSA: Exempt
APPROVED:
REVISED:

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POSITION SUMMARY:

Responsible for coordination, planning and direction of a Division within the East Fork Fire Protection District as assigned.

ESSENTIAL FUNCTIONS:

- Develops and implements goals, objectives, policies, procedures, and work standards for assigned areas/programs; assists in coordinating the preparation and administration of the annual budget in assigned areas of responsibility; plans, organizes, administers, reviews, and evaluates the activities of staff directly and through subordinate managers and supervisors, all related to assigned Division.
- Manages staff and activities of the assigned Division.
- Coordinates training efforts with assigned staff.
- Manages interaction between functions to ensure efficient and effective services; procures and manages implementation of communications hardware and software; ensures products meet all applicable standards and needs of the District and partner agencies.
- Coordinates emergency response efforts with other jurisdictions and agencies.
- Provides/approves discipline, hiring, promotion, and evaluation for personnel assigned as subordinate staff.
- Works collaboratively with labor representatives and Human Resources to reach decisions and negotiate outcomes.
- Attends and/or makes presentations at board meetings, interagency, committee, and other meetings and conferences.
- Directs the conduct of and conducts analytical studies and programs; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Acts as front-line responder and manager of large-scale and complex incidents; acts as Interim District Chief as required or assigned.
- Responsible for safeguarding District assets.

- Other duties as assigned. May oversee or be assigned to major functional areas of the District.
- Contributes to the overall quality of the District's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, districts, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in fire science, business or public administration, or a related field; AND five (5) years of fire command experience; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills:

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, ordinances, rules and regulations.
- Principles and practices of developing and administering an effective, all hazard training program for both volunteer and career personnel.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Planning, organizing and administering assigned functions in a comprehensive fire suppression and prevention and emergency medical response system.
- Administering programs and staff through subordinate supervision.

- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Taking effective action in emergency situations.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.

REQUIRED CERTIFICATES AND LICENSES:

- Nevada Valid Class A, B, C (with an “F” endorsement) driver’s license or the ability to obtain within 12 months of employment.
- Nevada or IFSAC Fire Officer I, II, and III Certification, California Chief Fire Officer Certification, or equivalent Fire Officer Certification as determined acceptable by the District Fire Chief.

PREFERRED CERTIFICATIONS AND LICENSES:

- Completion of National Fire Academy Executive Fire Officer (EFO) or equivalent Fire Officer Certification as determined acceptable by the District Fire Chief.
- NWCG Red Card Type 3 Incident Commander (Regional) or equivalent Fire Officer Certification as determined acceptable by the District Fire Chief.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift up to 50 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a fingerprint-based background investigation, a drug/alcohol screening and a psychological examination. Employment is contingent upon passing the background investigation, drug/alcohol screening and the psychological examination.
3. EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____