

# **Aptos/La Selva Fire Protection District**

## **DIVISION CHIEF**

### **Job Description**

#### **THE POSITION:**

A forty (40) hour per week exempt executive position under the direction and supervision of the Fire Chief. The Division Chief is responsible for the supervision of shift personnel and coordination of administrative functions. Under the supervision and direction of the Fire Chief, the Division Chief provides highly responsible and technical staff assistance to the Fire Chief; performs various assigned staff functions; manages or oversees operational programs; enhances communications; performs emergency incident response duties in the capacity of Duty Chief on an “on-call” basis; functions as Acting Fire Chief as required; and performs other related staff work as assigned.

#### **TYPICAL DUTIES:**

- Manage, supervise, evaluate, develop, and motivate shift personnel.
- Provides technical/staff assistance to the Fire Chief.
- Performs assigned division functions (i.e., Fire Prevention, Training, Operations , EMS)
- Manages/oversees operational programs.
- Ensures that the District’s mission and goals are conveyed, implemented, and achieved.
- Ensures that District resources are allocated efficiently, effectively and safely.
- Enhances overall departmental communications.
- As Duty Chief, responds to emergency incidents and assumes the position of the Incident Commander.
- Assists Fire Chief in the planning, development, and implementation of District policies and procedures.
- Prepares memoranda, reports, operational orders, and departmental activity reports and records;
- Represents the District in relationships with the public, community groups, and professional organizations.
- Coordinates District activities with outside agencies.
- Reviews company level written requests, completed forms, and reports;
- Functions in the capacity of Acting Fire Chief when and as assigned;
- Other duties as may be assigned.

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### **ESSENTIAL FUNCTIONS:**

- Ability to work emergency incident response overtime.
- Periodic standing, walking and stooping on pavement, asphalt and uneven terrain.
- May be required to walk and run while carrying equipment.
- Occasionally must bend, stoop, kneel or crouch to deal with emergency medical patient needs, operate rescue equipment or carry equipment and/or hose lines into a burning building.
- Occasionally must crawl within confined spaces and/or within a smoke filled atmosphere to perform fire control, emergency escape or rescue operations.
- Occasionally must be able to climb ladders, stairs, ramps, scaffolds, poles and the like using feet or legs and/or hands and arms.
- Occasionally must be able to twist the torso, reach overhead and perform neck and cervical movement to accomplish pulling hose and when performing rescue techniques.
- Occasionally must have the strength to lift up to 100 lbs. Using appropriate lifting and squatting techniques.
- Must be able to drag an injured victim from a danger area for eventual rescue by a two-member team.
- As part of a 2-person team must be able to lift a patient or rescue victim.
- Must be able to extend arms and hands in any direction and be able to seize, hold, grasp, turn and otherwise work with hands; must have the fine finger manipulation equivalent to writing.
- Must be able to talk and hear with adequate acuity when giving and taking emergency orders and following directions from a supervisor.
- Must have the visual capacity, depth perception and color vision to drive and follow hazard notification signs.
- Must be able to work in a variety of environmental situations including: indoors, outdoors, fumes, dust, gases, humidity, odors, ventilation, noise or vibration, extreme heat/cold, and in situations where traffic, chemical spills, fires and biohazards exist.
- Ability to work within the chain of command system, give and accept constructive criticism, react quickly and calmly in emergency situations.
- Ability to effectively communicate and maintain positive working relationships with peers, superiors, subordinates, and other public safety personnel and members of the public in a professional and appropriate manner.

### **Knowledge and Abilities:**

- Ability to effectively manage an emergency incident in the role of Incident Commander.
- Advanced managerial and leadership skills and techniques.
- All District and County SOPs and EOPs and District Personnel Policies, operational programs, and MOUs.
- Prepare complicated analysis and reports.
- Prepare financial budgets and projections.
- Interact successfully with all inter and intra-social elements of the District.
- Advanced problem solving skills.

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- Fire enforcement codes, firefighting and fire prevention techniques, emergency medical response techniques and protocols.

### **Minimum Qualifications**

#### 1. For entry to examination:

- Minimum of three years experience as a line fire captain with a paid fire agency in charge of a crew of at least three personnel (fire captain and two subordinates).
- Possession of a valid California specialized license to drive District apparatus; ability to maintain required driver's license requirements as established by the Fire Chief.
- Ability to pass the District medical and physical fitness requirements, as guided by adopted District procedures.
- California Fire Service Training and Education System (CFSTES) Certified Fire Officer

#### 2. Prior to Appointment

- Must complete following courses:
  - CFSTES Fire Command 2A, Command Tactics at Major Fires
  - CFSTES Fire Command 2B, Management of Major Haz Mat Incidents
  - CFSTES Fire Management 2A, Organizational Development and Human Resources
  - I-300

#### 3. To achieve second step Division Chief:

- One year as a Division Chief
- Complete the following courses:
  - CFSTES Fire Command 2E, Wildland Fire Tactics
  - CFSTES Fire Management 2B, Financial Management
  - S-334, Strike Team Leader (STEN)

#### 4. To achieve third step Division Chief:

- Two years as a Division Chief
- Complete the following courses:
  - CFSTES Fire Command 2C, High Rise Tactics
  - CFSTES Fire Management 2C, Personnel and Labor Relations
  - I-400, STEN Refresher

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5. To maintain third step, incumbent must annually complete 2 units or 32 semester hours of applicable training as approved by the fire chief. A professional development seminar or conference in emergency services or related field may be substituted for the college coursework if approved by the fire chief

### **Desirable Qualifications:**

Associate Degree in Fire Protection Technology and/or BA, or BS in Fire Science, Business Administration, Public Administration, or other pertinent majors from an accredited college or university.