

FIRE DIVISION CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To direct, manage, supervise and coordinate the activities and operations of an assigned division within the Fire Department; areas of responsibility include fire suppression, prevention, training, emergency medical services, and general administrative functions; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Fire Chief.

Exercises direct supervision over subordinate staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Assume management responsibility for services and activities of an assigned division within the Fire Department including fire suppression, fire prevention, training, emergency medical services, and general administrative functions; ensure firefighting readiness of all personnel and equipment.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Respond to emergency fire and medical calls; serve as Incident Commander; direct the placement of manpower and fire apparatus during emergency scene operations; determine tactics and strategies necessary.
6. Act as Duty Chief on rotating basis; may serve as Acting Fire Chief in the absence of the Chief.
7. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; resolve grievances; write and administer performance appraisals; implement discipline procedures.
8. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments; assist in development of long and short-range goals.
9. Oversee the maintenance and care of department buildings, apparatus and equipment; evaluate needs, develop cost proposals and reports; make recommendations for purchases, repairs or replacement as necessary.

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10. Serve as the liaison for the Fire Department with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues; identify and respond to public and City Council issues and concerns related to the fire department, as directed.
11. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Provide responsible staff assistance to the Fire Chief.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression and prevention.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform related duties and responsibilities as required.

Fire Prevention Division: Fire Marshal

The following tasks are typical for positions in this classification assigned to the Fire Prevention Division:

- Conduct fire scene investigations to determine cause and prepare investigative reports; coordinate investigative activities with other agencies.
- Assist in fire investigations, prevention and inspection programs as required.
- Perform building plan reviews; check for proper location of fire pull stations, annunciator panels, strobe lights and alarm bells, exit signs, egress doors, ADA “area or safe refuge,” extinguisher placement and size, and related prevention strategies and devices.
- Perform fire sprinkler plan reviews; check outside alarm bells and fire department connections; check calculations for accuracy.
- Perform building plan site reviews; check for proper emergency apparatus access roads, spacing and location of fire hydrants; assess for fire department connections, proper road width, dead-ends and turnarounds for emergency equipment.
- Perform daily fire inspections of public buildings; note and write code violations; enforce the Uniform Fire Code and Oregon Revised Statutes; perform re-inspections of the same buildings after a predetermined time until all code violations are abated.
- Check buildings to ensure they comply with submitted plans; test smoke alarm/detectors, pull stations, fire dampers, emergency lighting, exit sign back-ups, fire sprinkler systems, and related fire prevention alarm systems; ensure that fire codes are followed during all phases of new or remodeled building construction.
- Oversee the apparatus preventive maintenance program; prepare specifications and requests for formal and informal bids for apparatus, clothing and equipment; review bids and order materials.

Training Division: Training Officer

The following tasks are typical for positions in this classification assigned to the Training Division:

- Develop, coordinate and conduct training programs based upon departmental needs, including development of lesson plans and determination of most effective presentation and delivery of material; monitor employee participation in mandatory training and certification exercises.

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- Plan and schedule training sessions in efficient, cost effective manner and in accordance with NFPA and DPSST standards; evaluate and monitor effectiveness of training program and make changes as necessary; maintain computerized training records for career and volunteer staff.
- Design, develop and deliver educational programs and presentations to a diverse audience throughout the community; classes include use of fire extinguishers, earthquake training, patient care and evacuation, and other classes as requested.
- Oversee Forest Grove Fire & Rescue volunteer firefighter program; recruit and train volunteers.
- Oversee Forest Grove Fire & Rescue Cadet program.
- Develop and maintain work and vacation schedules for career staff.
- Oversee the apparatus preventive maintenance program; prepare specifications and requests for formal and informal bids for apparatus, clothing and equipment; review bids and order materials.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a fire department including fire suppression, prevention, emergency medical services and administrative operations.

Incident Command System and the National Interagency Management System.

Principles, practices, methods and techniques of modern fire suppression, prevention and emergency medical response.

Operational characteristics of fire suppression and emergency medical apparatus and equipment.

Principles and practices of program development, implementation and administration.

Principles and practices of training program development and implementation.

Management principles, methods, and techniques.

Potentially hazardous facility, material and situation recognition.

Methods and techniques of conducting fire plans examination activities.

Methods and techniques of inspecting sites and facilities for compliance with fire safety codes.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive fire suppression, prevention and administration program.

Oversee, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Plan and organize a wide variety of multiple activities and projects while supervising others.

Develop and implement effective training programs.

Serve as Incident Commander in fire fighting and emergency rescue operations.

Oversee apparatus and equipment preventive maintenance program.

Conduct fire plans examination.

Inspect buildings and sites for compliance with fire safety codes.

Conduct presentations of fire prevention and/or training programs.

Participate in the development and administration of division goals, objectives and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Maintain confidential and sensitive information.

Prepare and administer program budgets.

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Prepare clear and concise administrative and financial reports.
Research, analyze and evaluate new service delivery methods and techniques.
Operate office equipment including computer equipment and supporting word processing and spreadsheet applications
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

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

Education:

Equivalent to a Bachelor's degree in fire science, management or a related field.

Experience:

Six years of increasingly responsible fire suppression, training and/or prevention experience including two years of management and administrative responsibilities.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid Oregon Emergency Medical Technician B certificate or higher.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Position requires that the individual be capable of meeting the 13 essential job tasks listed in Chapter 5, NFPA 1582 "Standard on Comprehensive Occupational Medical Program for Fire Departments" 2007 Edition. This standard may be reviewed online at www.nfpa.org.

Environment: Office setting with travel to emergency rescue and/or fire fighting incidents; exposure to noise, dust, grease, smoke, fumes, gases and extreme heat; work at heights on ladders; work with water; may be required to work irregular hours, involving evenings and weekends.

Mobility: Incumbent may be required to maintain physical condition necessary for performing emergency firefighting duties; standing and walking for prolonged periods of time; heavy or moderate lifting; bending, stooping, kneeling, crawling; climbing with both legs and arms; operating motorized equipment and vehicles.

Vision: Vision sufficient to distinguish objects in limited visibility; to read small print, computer screens and printed documents.