



CITY OF LEMON GROVE

Class Title: **Fire Division Chief**
Department: **Fire**

GENERAL PURPOSE

Under general direction of the Fire Chief, plans and coordinates training and activities of the Fire Department by performing responsible management, technical, and administrative work; to contribute to the overall management of City operations. This position is responsible for all personnel training for the Fire Department. Performs the duties of Acting Fire Chief in the absence of the Deputy Fire Chief and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Fire Chief and from the Deputy Fire Chief. This position is an at-will management position and will fulfill a full-time schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to the following:

- Assumes management responsibility for assigned programs, activities and emergency operations of the Department including all training of new fire personnel and current employees.
- Oversees the development and implementation of the Department's training programs for fire fighting, emergency medical services, and other emergency response services and programs.
- Develops and implements training programs and schedules; identifies the fire training needs of fire personnel; provides or coordinates staff training and drills in fire fighting methods, techniques and related subjects.
- Monitors participation in mandatory training and certification exercises.
- Develops and maintains the disaster preparedness plan and conducts disaster preparedness training as necessary.
- Provides staff assistance to the Fire Chief and Deputy Fire Chief.
- Performs Duty Chief assignments as directed.
- Performs related work as required.

EDUCATION AND EXPERIENCE

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

- At least 8 years of experience with increasing responsibility related to fire suppression, prevention, and emergency medical response, experience including 3 years administrative and supervisory responsibility (outside agency experience accepted).
- Bachelor's degree from an accredited college or university with major course work in Fire Science, Public Administration, Business Administration or a related field.

LICENSES AND/OR CERTIFICATIONS

- Possession of a California State Chief Officer Certification or the ability to obtain within one year of employment.
- Possession of Firefighter I, Firefighter II, and Fire Officer Certifications issued by the State of California.
- Possession of a CPR Certificate.
- Possession of a Strike Team Leader Certificate.
- Possession of a valid California Driver's License.

KNOWLEDGE OF:

- Operations, services and activities of modern fire fighting programs.
- Modern fire suppression and prevention principles, methods, practices and techniques.
- Principles and practices of disaster preparedness, response and recovery.
- Advanced methods and techniques of emergency medical response.
- Principles, practices, methods and techniques of management, including principles of supervision, training and performance evaluations.
- Current safety practices as they relate to equipment and procedures involved in the fire service.
- 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 program.
- Develop and implement effective training programs.
- Participate in the development and administration of division goals, objectives, and procedures.
- Establish and maintain effective working relationships with staff and the public; and.
- Communicate effectively in writing and orally.

PHYSICAL DEMANDS

The conditions 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 the essential job functions.

- Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
- **Continuous** sitting, upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils.
- **Frequent** side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting objects at distances up to 50 yards.
- **Occasional** squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting objects at distances up to 50 feet. Operating a vehicle, fire suppression, and medical response equipment and apparatus.

- **Vision** sufficient in the normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and to operate equipment.
- **Hear** in the normal audio range with or without correction.

WORK ENVIRONMENT

- Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents
- Occasional exposure to noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, and all types of weather and temperature conditions.
- Occasional work near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places.
- Extensive public contact.
- Moderate noise level in the work environment. However, the noise level may be very loud when responding to emergency calls.
- May be required to wear protective apparel including goggles, face protector, aprons, safety shoes and oxygen breathing apparatus.
- May be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings. Work schedule is 9/76.5 with every other Friday off. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: August 5, 2008