

DIVISION CHIEF

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DEFINITION

Under general direction of the Fire Chief, manages, supervises, plans, directs, coordinates and commands activities of the Fire Department pursuant to preventing or limiting loss of life and property in emergency situations; performs assigned administrative and supervisory duties and performs other related work as required. These include directing activities with other divisions, departments and outside agencies and responsibility for complex administrative projects.

DISTINGUISHING FEATURES

Positions in this class perform duties relating to overall departmental activities. Work in the class is distinguished from that of lower classifications by the department-wide scope of responsibility and accountability. This requires management of critical administrative, operational, and supervisory duties and oversight of multiple complex programs. Work performed may vary depending upon duty assignments, but consists of responsibility for 24-hour emergency management, general administrative tasks such as personnel management (including training and performance evaluation) and formulation and implementation of departmental policies and programs. Employees in this classification may be assigned to an administrative or operational position.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s). This is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Manages, plans, directs and coordinates activities of the department as assigned.
2. Maintains knowledge of and assumes command and supervises emergency activities at fires, disasters, disaster preparedness, medical emergencies, water rescues, confined spaces, hazardous materials, and other emergency situations and is responsible for the performance and safety of personnel.
3. Evaluates various types of emergency situations and issues orders necessary to manage or control the situation until relieved by a superior officer.
4. Determines the origins of fires and losses caused by fires.
5. Schedules and supervises various station activities including maintenance of facilities, apparatus, equipment and grounds; provides consistent and comprehensive flow of information to and from assigned shift members and visits stations to keep informed on activities and shares information.
6. Approves permits for hazardous practices, processes, materials, transportation and storage.
7. Reviews and evaluates proposed construction plans.
8. Develops, maintains and evaluates manuals and computerized staffing, record keeping and reporting systems.
9. Conducts research and prepares reports and recommendations on assigned subjects; performs specifically assigned administrative duties.
10. Estimates present and future needs of the department concerning staffing, training, equipment, administration, facilities, etc.; recommends capital expenditures for acquisition of new equipment which would increase efficiency in services of the Department; develops apparatus and equipment specifications; solicits bids, negotiates and administers contracts and agreements.
11. Conducts inspections and tests personnel, facilities, apparatus and equipment.
12. Investigates accidents and complaints.
13. Assigns personnel to various department divisions and maintains assignment records.
1. Maintains knowledge of current developments relative to preventing or limiting loss of life and property in emergency situations dealing with fires, disasters, disaster preparedness, medical emergencies, paramedic services, water rescues, confined spaces, hazardous materials, and other emergency situations.
15. Represents the department with other City departments, fire departments, community groups and other public agencies.
16. Participates in other activities such as serving as a member of the Fire Labor Management Team (FLMT); chairs various committees; attends City Council meetings, staff meetings and public speaking engagements.
17. Recommends revision of laws and regulations and coordinates implementation with departmental public relations programs.
18. Interprets and enforces City and departmental rules, regulations, Memoranda of Understanding (M.O.U.), and policies; assists in policy formulation.
19. Plans, develops, schedules and evaluates training programs and coordinates these programs with other departmental activities on a daily basis.
20. Prepares training materials, aids, manuals, information bulletins and General Orders Bulletins.

21. Responds to mutual aid emergency requests and to greater alarms as assigned, assisting in command operation while performing various duties within the scope of the Incident Command System (ICS); conducts critiques of major emergencies to determine training and operational needs.
22. Conducts specialized training for mutual aid agencies.
23. Coordinates and performs specialized project, program or operational work as required.
24. Works a scheduled work week as assigned by the Chief of the Department (suppression and/or non-suppression); and may be assigned as Deputy Fire Chief as needed.
25. Participates in budget planning, preparation, control and workplan development.
26. Participates in evaluation of departmental procedures.
27. Supervises, trains and evaluates assigned staff; works with each individual to develop and update a career development plan: conducts semi-annual employee performance evaluations for company officers based on regular, informal feedback and documented events throughout the year.

EMPLOYMENT STANDARDS

Education/Experience

Experience: Four years of experience in the Fire Captain classification in the City of Alameda Fire Department and continued compliance with current Firefighter employment standards. (Acting time allowable as per M.O.U.)

Knowledge

Knowledge of modern methods, principles and practices of Fire Department and personnel administration and management; budget administration and management; employee relations including disciplinary procedures; labor relations procedures; materials, principles and practices to achieve and maintain required training and/or certification; modern firefighting tactics and strategy; modern methods, principles and practices used to prevent or limit loss of life and property in emergency situations dealing with fire, disasters, disaster preparedness, medical emergencies, water rescue, confined spaces, and hazardous materials; hazardous chemicals, materials and processes; communications systems; applicable operating standards; safe work practices, procedures and standards; City and departmental rules, regulations, practices and procedures; applicable Federal, State and local laws and regulations; operation, maintenance and location of apparatus and equipment including specialized equipment and apparatus; City geography; structural composition including waterfront areas, and navigational hazards; basic types of building construction and structural conditions of buildings in the City; target hazards (i.e. hospitals, schools); local water supply, water systems and fire service hydraulics; mutual and automatic aid agreements.

Ability

Ability to effectively plan, manage, direct, coordinate and perform assigned activities; delegate efficiently and appropriately; effectively serve as department commander; exercise command at emergencies and demonstrate effective leadership; demonstrate teamwork, problem solving and collaboration; develop, administer, implement and/or complete assigned programs and projects; effectively perform assigned administrative and supervisory duties.

Ability to instruct effectively, maintain discipline and high morale, stimulate interest, and command respect of subordinates.

Ability to conduct a thorough fact finding investigation and enforce regulations firmly, tactfully, and impartially.

Ability to effectively supervise and perform fire suppression, safety and prevention work, disaster preparedness, emergency medical and paramedic assistant, water rescue, confined space, and hazardous materials duties; prevent or limit loss of life or property in emergency situations dealing with fire, disasters, medical emergencies, paramedic services, water rescues, confined spaces, and hazardous materials.

Ability to maintain physical and mental condition appropriate to perform assigned duties and responsibilities.

Ability to maintain effective audio and visual discrimination and perception needed to perform assigned duties including making observations, communicating with others, reading and writing, and operating assigned equipment and emergency vehicles.

Ability to effectively deal with, direct and perform work activities under potentially dangerous situations which may include exposure to fire, disasters, disaster preparedness, medical emergencies, water rescues, confined spaces, hazardous materials, and emergency driving conditions. Working conditions may include exposure to fumes, gases, heat, dampness, dust, odors, dark, high altitudes, disease, decomposed, burned or severely dismembered bodies, smoke, crowds, noise, confined spaces, working alone for long periods of time, heights, and stress.

Ability to interpret, apply and explain rules, laws, regulations, policies and procedures; issue and implement instructions and directions; analyze situations and make quick decisions requiring sound judgment; manage time in an effective manner communicate situations; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; negotiate and administer contracts and agreements; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; function as an effective group or team member; work with other City departments and establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Willingness to work variable and 24 hour shifts, weekends, holidays, irregular days and hours, and on call; respond to mutual aid calls requiring local or out-of-state travel; attend meetings and educational sessions as required during on or off-duty hours; perform routine, repetitive work; train other employees; wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; take a loyalty or affirmation of allegiance to the United States and to the State of California.