

<b>DIVISION CHIEF</b>
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**MAJOR FUNCTION**

This is a professional and managerial position assisting in the planning and administration of both emergency and non-emergency activities of a division of the fire department. Activities include the overall management of the personnel in the specific sections of the division. This is a senior staff level position in the department responsible for researching, formulating, and recommending departmental budgets, policies, and procedures.

**ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Participates as a member of senior department management staff developing long range and short range goals for the department. Assists with the development of strategies, implementation plans, and resources needed to achieve goals. Collects and analyzes data and formulates recommendations.
- Participates in the development of departmental/divisional procedures and regulations. Plans, manages, and coordinates activities of the division, including subordinate officers and adjunct personnel.
- Responsible for the preparation, review and administration of yearly and long-range operational budget plans to ensure optimum efficiency and effective use of the various revenues/funds under his/her supervision where applicable. Approves and manages purchases. Reviews expenditure summaries and prepares reports.
- Prepares and presents various reports to the Fire Chief and/or federal, state and local agencies as may be appropriate.
- Establishes objectives and associated goals for personnel under his/her supervision designed to achieve the most effective and efficient operation possible
- Establishes and maintains effective and positive relationships with the community, outside agencies and county government.
- Attends conferences, public/community meetings, board or professional meetings as may be directed or necessary.
- Coordinates with other management staff members to ensure compliance with local, state, and national laws, safety standards and mandates.

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- Prepares and delivers presentations to other agencies, departments, elected officials, professional organizations, fire and building officials, and civic groups.
- May act in command role or various support functions as needed at major incidents.
- Acts as liaison and represents the fire department with outside agencies, county government regional training centers, and industry associations as assigned by the fire chief.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience.**

Bachelor degree from an accredited four-year college or university in the discipline applicable to the incumbent's primary division of assignment; with eight years progressively responsible experience in supervisory and managerial roles within the primary field of assignment; with demonstrated managerial experience in budget development and administration, policies and procedures development, and related administrative aspects of the work; or an equivalent combination of education and experience .

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**Licenses.**

Possession of a valid Florida Driver License class D non-commercial with E endorsement for emergency vehicles.

**Certifications.**

Florida State Certified Firefighter. Certifications may be required as Fire Safety Inspector, DOE Inspector, HRS inspector, Hazardous Materials Specialist, Instructor EMT or paramedic and Emergency Vehicle Operator.

**JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

**Language Skills**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to write speeches and articles using original or innovative techniques or style.

**Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Problem Solving Ability**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or

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diagrammatic form and deal with several abstract and concrete variables.

- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.
- Interprets complex and detailed technical data to participate in development of policy, programs, plans or procedures.

**Specialized Skills and Abilities**

- Knowledge of federal, state and local laws, ordinances, codes, and regulatory standards applicable to the primary division of assignment. Extensive knowledge of modern fire and emergency service principles, procedures, techniques, and strategies.
- Thorough knowledge of the principles, practices, methodologies and techniques of effective management and administration.
- Thorough knowledge of the operational requirements relevant to primary division of assignment, and the administrative policies and procedures necessary to effectively direct and administer the function.
- Ability to remain calm in stressful situations.
- Ability to maintain current knowledge of trends and developments in the primary assignment area for application to functional division under charge.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, radio, camera, and other general office equipment in the completion of the tasks of the position. May also be required to operate various types of fire engines and pumps, hoses, rescue vehicles, ALS or BLS medical equipment, extrication equipment, breathing apparatus, ladders, chain saws and axes, radios and communication equipment, and ventilation equipment.

**PHYSICAL DEMANDS**

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While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel crouch, or crawl, talk or hear, and lift up to 50 pounds; and will occasionally be required to lift up to 100 pounds. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, high precarious places, toxic or caustic chemicals, extreme cold, risk of electrical shock, explosives, risk of radiation, and vibration; and will regularly be exposed to wet or humid conditions, fumes or airborne particles, outdoor weather conditions, and extreme heat. The noise level for this environment will be moderate. Work requires being available and on-call 24 hours per day; must be able to respond within 30 minutes from residence to headquarters.

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Pay Grade: 450	Status: E
Job Description Number: 2100	Revised: 10/2008