DEFINITION

Under the direction of the Fire Chief, plans, supervises and coordinates the activities of the Operations Division or Support Division and performs administrative duties as required. Overseas the daily operations of engine company personnel. Provides highly responsible and complex staff assistance to the Fire Chief. Individuals in this classification serve as Duty Chief on a rotating basis and are subject to emergency call while on and off duty. Division Chiefs are also subject to staff rotational assignment.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor’s degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and seven years of progressively responsible firefighting experience in an all-risk agency responsible for fire prevention, suppression, medical emergencies, and hazardous materials incidents, including at least five years of supervisory responsibility; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

Possession of a valid Hazardous Materials Incident Commander Certificate at the time of application.

Possession of a valid Nevada or National Registry Emergency Medical Technician Basic Certificate and CPR certification at the time of application.

Incident Command System 100, 200, 300 & 400 at the time of application.

All licenses and certifications required to be kept current and maintained for continued employment.

All applicants will be required to pass a thorough medical examination which may include, but not be limited to a physical agility test prior to appointment and for continuing employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional, technical, and administrative support personnel.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Serves as acting Fire Chief when assigned.

Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of the service delivery methods and procedures; allocates resources accordingly as it relates to the needs of Operations and/or Support Division.
Develops and oversees maintenance records, documentation of compliance such as SCBA fit testing, Class B Drivers, Hose and Pump test records.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, rescue operations and fire investigation.

Coordinates District’s fire communications radio system including policies and procedures.

Directs and conducts fire investigations to determine cause and origin.

Manages and coordinates pre-fire planning activities for engine company personnel.

Commands District operations resources on all types of emergencies including the most complex fire, rescue, and hazardous material incidents.

Assists with Labor/Management relations activities as assigned.

May serve as Strike Team Leader or other certified and qualified overhead position.

Formulate, prepare and monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s), coordinating the fiscal management and administrative accounting system, capital outlay, capital projects, reconciliation of funds and audits of fiscal records to ensure financial integrity.

Ensures the district is fully outfitted with necessary supplies, equipment, and tools.

Prepares or reviews specifications for purchase of equipment and apparatus

Directs the preparation of purchase orders, requests for proposals, and other purchasing mechanisms

Plans and supervises the conduct of periodic equipment and apparatus testing including ladders, SCBA, pumps, and hose.

Directs the delivery of training and education for all district personnel.

Develops long-range training plans.

Monitors all district personnel to ensure compliance with training standards and requirements

Ensures volunteer fire departments are integrated into the response system

Ensures volunteer training, equipment and apparatus, and communications systems meet requirements for effective operation

Ensures apparatus are in ready condition.

Develops long-term replacement plans for apparatus and equipment

Ensures facilities are maintained and repaired as needed

Ensures all communication equipment meets standards and is functional

Performs related duties and responsibilities as required.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Policies and procedures of the Truckee Meadows Fire Protection District.

Current best practices, developments and trends in the fire service including fire suppression, prevention and labor/management relations.

Current Federal, state, and local laws pertinent to the assigned function, including fire and emergency medical services.

Principals, practices, methods and techniques of fire suppression, including wildland suppression, prevention and investigation.

Methods and principles of fire suppression, fire investigation and fire prevention.

Labor laws and the ability to manage both volunteer and career personnel.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:
Function as Incident Commander on a wide variety of emergency incidents.

Plan, organize, direct and coordinate the work of staff.

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Evaluate work priorities and processes to determine their effectiveness and efficiency.

Respond to emergency situations on an on-call basis.

Prepare and administer large and complex budgets.

Assist in determining the needs of the District and community in areas of public education, fire prevention and suppression, and emergency medical services.

Analyze problems and emergency situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.
Work independently in the absence of direct supervision.

**SPECIAL REQUIREMENTS**
*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range, per DMV requirements.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*