

City of San José
CLASS SPECIFICATION

Title: Fire Division Chief (2331)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|-----------------------|--------------------|
| Fire | Fire Chief | Exempt/ |

CLASS SUMMARY

Under general direction, plans, coordinates and supervises the activities for an assigned shift in the Bureau of Field Operations (BFO). An incumbent manages all shift associated administrative and operational tasks. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class has major responsibility for managing the Fire Department's fire suppression shifts. Incumbents are responsible for a wide range of administrative duties and serve as the senior management staff and command officer on duty outside of normal business hours. This class is distinguished from the Fire Battalion Chief in that the Battalion Chief supervises a group of companies on an assigned shift, while the Division Chief has the overall shift responsibility and supervises the field Battalion Chiefs assigned to one of three shifts (platoons). This class is distinguished from the higher ranking class of Deputy Fire Chief in that Deputy Chiefs direct a major bureau of the Fire Department.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Graduation from high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND one (1) year at a level equivalent to Battalion Chief, OR five (5) years at a level equivalent to Fire Captain with the City of San José.

A Bachelor's Degree from an accredited college or university in business administration, management sciences or related fields is highly desirable. Advanced coursework or training in leadership, management and/or organizational development is highly desirable.

Acceptable Substitution

Advanced course work from an accredited college or university may be substituted for the Fire Captain experience on a year for year basis up to two (2) years as follows:

- Four (4) years at a level equivalent to Fire Captain AND thirty (30) semester units/forty-five (45) quarter units.
- Three (3) years at a level equivalent to Fire Captain AND sixty (60) semester units/ninety (90) quarter units.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid State of California driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies, Knowledge, Skills, and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Department administration, organization, and operations.

City of San José
CLASS SPECIFICATION

Title: Fire Division Chief (2331)

- Methods, techniques, and equipment of modern firefighting, rescue, first aid, and fire inspection and prevention.
- Labor relation laws and practices, civil service rules and City and departmental regulations.
- Principles and practices of public administration, human resource management, and budgetary planning and control.
- The operation and maintenance of various types of equipment and apparatus used by the San Jose Fire Department.

Ability to:

- Effectively command large, complex fire suppression or other emergency operations.
- Plan, develop and implement a comprehensive fire suppression program.
- Relate effectively to employees and the public.
- Make effective presentations.
- Express oneself clearly and concisely, both orally and in writing.
- Manage and direct assigned staff.
- Prepare clear and concise reports.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- State-of-the-art firefighting and fire prevention practices, principles, and procedures.
- Rules and regulations of the Fire Department and of State laws, city ordinances, and national standards relating to fire prevention and life safety.
- Hazards involved in various types of construction and in the storage of flammable materials and explosives.
- City's geography, location of water mains and fire hydrants and the location of major fire hazards in the City.

Ability to:

- Determine and appraise hazards.
- Direct the operations of firefighting personnel and equipment under emergency conditions and analyze situations correctly and quickly in order to adopt effective courses of action, giving due regard to surrounding hazards and circumstances.
- Command the respect of officers and others to maintain good working relationships with subordinates, peers, senior officers, other City officials and the general public.
- Formulate and conduct a comprehensive training program.

| DUTY NO. | <u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: |
|-----------------|--|
| 1. | Responsible to ensure that emergency response resources City-wide are deployed, staffed and maintained in a state of readiness to consistently provide a high level of services to residents and businesses of the community. Additionally, ensures the coordination of available resources between battalions such that resource depletion or gaps in the system are minimized. |

City of San José
CLASS SPECIFICATION

Title: Fire Division Chief (2331)

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: |
|-----------------|---|
| 2. | Ensures the readiness of City-wide line staffing, apparatus, equipment and resources to immediately respond to calls for assistance by planning and scheduling drills and other training exercises; conducts periodic inspections of stations, personnel, apparatus and equipment; establishes and maintains a high state of discipline, conduct and morale ensuring satisfactory delivery of emergency services. |
| 3. | Provides leadership, direction and supervision for field Battalion Chiefs assigned to one shift in support of City Council goals and priorities. |
| 4. | Ensures and requires a focus on all safety, wellness and fitness training, activities and programs for field personnel including counseling, follow up and correction as indicated. Assures personnel operational readiness. |
| 5. | Sets expectations for all Battalion Chiefs under their command and ensures accountability through regular contact, constructive feedback, guidance and monitoring. |
| 6. | Provides mentoring, coaching and professional development to all direct reports including performance management and evaluation. Sets annual professional development goals and objectives with Battalion Chiefs on their assigned shift and monitors completion. |
| 7. | Participates in the Department-wide Safety Programs, including injury prevention and return to work processes. |
| 8. | Assures that Battalion Chiefs exercise proper judgment, tactics and strategy in performing rescues, fighting fires and managing emergency operations. |
| 9. | Coordinates on-duty shift activities and ensures that routine administrative tasks are completed satisfactorily, including disciplinary matters. |
| 10. | Serves as a member of the Senior Staff and attends Senior Staff meetings. |
| 11. | Directs research and planning to improve department operations. Responsible for a major department operational function or programs. |
| 12. | Directs and enforces the policies, procedures and rules and regulations of the department. |
| 13. | Ensures that all required reports are complete, accurate and timely. |
| 14. | Assists in the development and control of the operating budget for the Bureau of Field Operations and assists in the development of the Department's capital budget. |
| 15. | Monitors and reviews daily shift musters, sick leave verification forms, injury reports, accident reports, etc. |
| 16. | Coordinates critical incident debriefing sessions on his/her assigned shift. |
| 17. | Responsible for the completion of special work tasks assigned to the shift. |
| 18. | Responds to and assumes command of major fires and other emergencies. |
| 19. | Performs additional duties as assigned. |

Typical End Results Include:

A comprehensive fire safety program; a competent, highly motivated firefighting force; reduced fire injuries, death and property damage; performance management and development of subordinate employees; effective fire suppressive practices; track and control operating expenses of assigned shifts; develop policy proposals that improve department operations, safety and firefighting effectiveness; meet or exceed all line program goals; effective enforcement of laws and ordinances relating to the prevention, elimination and control of fire hazards; and effectively represents the San Jose Fire Department within the City, to outside agencies and to the public.

CLASSIFICATION HISTORY Created 9/90; Rev 11/91, Rev. 11/12, Rev. 11/18; s003