

**POSITION DESCRIPTION
FIRE DEPARTMENT
FIRE DIVISION CHIEF**

GENERAL DUTIES: Under the general direction of the Fire Chief, manages a Fire Division and supervises one of three emergency response platoons. Functions as 24 hour Duty Chief for the assigned platoon. May serve as the acting Fire Chief.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, per Department policy.

Attendance - Follows Department/City policy in regards to punctuality and attendance.

Compliance with Work instructions - Follows all work instructions given and completes all assigned duties. Follows policies, rules, and regulations of the City and Department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team efforts, and which avoids disruption of one's work and the work of others. Treats all city employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the city. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

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

1. Manage programs and personnel associated with one of three divisions: Fire Operations Division, Fire Training Division or Emergency Medical Services Division.
2. Develop and direct the implementation of Division goals, objectives, policies and procedures.
3. Develop recommendations and participate in the budget development and administration on a divisional level.
4. Draft and submit accurate, concise and complete reports within appropriately established timelines.

5. Propose amendments and/or adoption of Standard Operating Procedures, rules, regulations and directives.
6. Skillfully and tactfully represent the interests of the City and the Fire Department when working with the media and making public presentations.
7. Maintain open and effective communications with staff through regularly scheduled meetings. Be receptive and open to staff's ideas and suggestions.
8. Comply with City and Department policies, including MOU between Firefighters Local 2805 and the City.
9. Establish appropriate performance targets and objectives for staff and conduct timely, objective and impartial employee performance appraisals.
10. Maintain a friendly and professional relationship with peers and members of the community.
11. Train and direct staff and be available to them for guidance.
12. Mentor individuals and motivate them to achieve maximum performance.
13. Plan, implement, coordinate and evaluate pre-fire planning and inspection programs.
14. Plan, implement, coordinate and evaluate the Fire Department safety program; investigates accidents and recommends appropriate action; instructs fire officers and personnel in safety practices.
15. On a rotational basis, serve as the Duty Chief Officer, having responsibility for a 24 hour platoon/shift on an average of 10 shifts per month.
16. Exercise direct supervision over assigned Fire Department personnel. When assigned as the Duty Chief, exercise direct supervision over all Operations Division supervisors (i.e., Fire Captains).
17. Investigate and/or oversee the investigation of fires for cause, origin and circumstances.
18. May assume command of the Fire Department in the absence of the Fire Chief.
19. Perform related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

SKILLS:

1. Customer service skills
2. Interpersonal skills

3. Written and verbal communications skills
4. Management skills
5. Good public relations skills
6. Skill in managing major emergencies utilizing the Incident Command System
7. Computer use proficiency including word processing, spread sheets, e-mail and internet

KNOWLEDGE: The Knowledge of:

1. Principles and practices of modern fire service management and supervisory practices.
2. Principles and practices of contemporary emergency management including: Large Scale Disaster Management, fire fighting tactics and strategy, hazardous materials incidents, emergency medical incidents and complex rescues.
3. Emergency scene communications responsibilities, technology and interoperability.
4. Practices and protocols for multi-agency response and coordination at large scale emergencies.
5. Principles and practices of budget management.
6. Contemporary fire protection principles and practices including fire prevention, public education, emergency medical services and hazardous materials.
7. Federal, state and local codes, ordinances and regulations related to fire protection, hazardous materials and emergency medical care.
8. Principles and practices of contemporary labor relations and the implementation and use of labor/management committees.
9. Employer and employee bargaining agreements and the meet-and-confer process.

ABILITIES: The Ability to:

1. Analyze complex problems, both for emergency incident situations and for administrative and management environments, evaluate alternatives and make prudent recommendations.
2. Establish organizational goals and objectives and determine outcome effectiveness measures.
3. Prepare and present ideas and recommendations effectively; in writing and verbally.
4. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups and the general public.

5. Exercise sound judgment and decision making within general policy guidelines.
6. Train, evaluate and supervise subordinate personnel.
7. Plan, assign and direct the work of assigned subordinates.
8. Assist the Fire Chief in conducting research on administrative problems and practices.
9. Analyze and evaluate the effectiveness of, and make recommendations for, changes in policies, procedures and practices.
10. Enforce City policy and Departmental Standard Operating Procedures and maintain reasonable organizational decorum and discipline.
11. Develop and manage divisional budget.
12. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial, and religious groups in the work place and within the community.
13. Conduct effective staff meetings.
14. Conduct quality training and educational programs.
15. Develop and maintain open communications with supervisor, subordinates, peers and the community.
16. Work in participatory management environment.

FIRE PERSONNEL MAY BE EXPOSED TO THE FOLLOWING PHYSICAL AND ENVIRONMENTAL DEMANDS: THESE DEMANDS MAY PERTAIN TO FIREFIGHTERS OF ANY RANK, INCLUDING DIVISION CHIEF.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor including tablet style and laptop
2. Laserjet or ink jet printer
3. Telephone or cell phone
4. Personal Digital Assistant (PDA's)
5. Pager
6. Copier
7. Calculator
8. 10-key adding machine
9. Facsimile machine
10. Typewriter
11. Two-way radios with multiple frequencies – portable, handheld or fixed

12. Vehicle radios with multiple frequencies
13. Emergency response fire vehicles of all types
14. Paper shredder or cutter
15. Specialized computer software
16. Mobile Data Computer
17. Binoculars
18. Gas detector
19. Heat detector
20. Fuel pumps
21. Eye, ear, hand and head protection equipment
22. Flashlight
23. Uniforms and safety equipment
24. Cameras/tape recorders/video cameras
25. Keys to a variety of City locks
26. Respirator
27. Trauma medical bag equipped with standard equipment
28. Stokes litter
29. Hose Tester
30. Rescue equipment
31. Oxygen equipment
32. Basic Hazmat diagnostic equipment
33. Geiger counter
34. Foam eductor
35. Backboard and straps
36. Sager splint
37. Defibrillator
38. Suction unit
39. Rescue rope
40. Rescue air bags
41. Self contained breathing apparatus
42. Fire nozzles
43. Run book
44. Fire extinguishers
45. Electrical cord and adaptors
46. Highway flares
47. Glass cutter
48. Fire hydrants
49. Bolt cutter
50. Cribbing
51. Hydrant wrench
52. Plug and dike
53. Axe (various types)
54. Crowbar
55. Halligan bar and rescue tools
56. Sledge hammer
57. Pike pole
58. Push broom

59. Shovel
60. Post indicator valve
61. Wildland fire apparatus
62. Structural fire apparatus
63. Positive pressure ventilator
64. Aerial fire apparatus
65. Reciprocating saw
66. Power Generators
67. Hydraulic extrication tool
68. Water vacuum
69. Washing machine and dryer
70. Smoke ejector
71. Chainsaw
72. Other related emergency and firefighting equipment

ADDITIONAL COMMENTS:

The work of firefighters may be dangerous. Firefighters may go from a resting pulse position, to a physically demanding and dangerous situation, and then return to a resting position. The job may be very fast paced and may require quick changes within a short period of time.

PHYSICAL DEMANDS:

1. Wearing of Protective clothing and equipment: Firefighters routinely wear protective clothing and equipment at various types of emergency incidents. This clothing and equipment can weigh more than 50 pounds.
2. Standing: Firefighters have to stand for long periods while at the scene of an accident or when communicating with other safety personnel or citizens. Firefighters stand when waiting for assignments, putting on gear, accessing ladders, servicing equipment, attending training, etc.
3. Walking: Firefighters walk while on the incident ground to complete various tasks. This may include walking several miles at a wildland emergency response. Firefighters also walk when conducting fire inspections, completing daily tasks, cleaning equipment and tools, maintaining the Fire station facilities, attending training, etc. Much of the walking may be on uneven, steep, slippery or hazardous surfaces.
4. Sitting: Firefighters have to sit when performing various administrative tasks such as typing, computer operations, attending training and meetings, etc. Firefighters are seated on fire apparatus when responding to emergencies or may remain seated for extended periods of time when traveling out of town some distance to a strike team or mutual aid assignment.
5. Stooping/Bending: Firefighters have to stoop or bend during rescue situations, when interviewing or working on patients, picking up tools and equipment, attending training, etc.

6. Lifting: Firefighters have to lift various objects or materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment, fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, patients, victims, etc. Firefighters may lift victims out of cars, in a rescue situation, when assisting with their removal from a burning building, or when attending training. They may also lift heavy material during salvage operations.
7. Carrying: Firefighters have to carry various objects and materials, sometimes in excess of 90 pounds. Firefighters lift emergency equipment fire hoses, positive pressure ventilators, hand tools, ladders, lighting equipment, etc. Firefighters may carry victims for long distances, such as out of burning buildings or when attending training. They may also carry heavy materials in salvage operations.
8. Pushing/Pulling: Firefighters have to pull hoses or pull ceilings down during overhaul operations. They may push and pull heavy objects while extinguishing and overhauling a fire or during training exercises.
9. Balancing: Firefighters have to balance while on ladders, steep rooftops, hillsides, etc. During training exercises, Firefighters are required to demonstrate their ability to safely access fire apparatus and equipment such as ladders or heavy equipment.
10. Climbing: Firefighters have to climb ladders, hills, fences, stairs, rooftops, etc. Firefighters may climb over all types of debris, for example from burning buildings.
11. Twisting/Turning: Firefighters twist and turn when fighting fires, working with fire hoses, searching buildings, moving patients, cleaning equipment, attending training, etc.
12. Kneeling: Firefighters kneel when working with patients or while holding C-spine on injured patients, when fighting fires, attending training, cleaning equipment, etc.
13. Reaching: Firefighters reach when fighting fires, attending training, cleaning equipment, removing debris, moving patients, pulling down ceilings, etc.
14. Crawling: Firefighters may crawl when entering or exiting a burning building, cleaning fire apparatus and heavy equipment, maintaining the Fire stations, etc.
15. Running: Firefighters may run during the course of a firefighting incident or during training. Firefighters are required to run 1.5 miles when completing the physical fitness evaluation.

ADDITIONAL COMMENTS:

Firefighters may be exposed to extreme physical demands, during emergency situations with exposure to extreme danger, at times. The time periods that the firefighter has to perform physically may be very long in duration (sometimes hours at a time). The firefighter must be able to perform work under various environmental conditions, which often produces major

physical strain. The firefighter must have a combination of strength, dexterity, and endurance to properly function under these various situations.

SENSORY DEMANDS:

1. **Seeing:** Firefighters use vision to assess patients, incident conditions, such as a fire back draft or eminent building collapse, and dangerous situations such as downed power lines. Firefighters need to see while conducting inspections or performing station maintenance.
2. **Talking/Hearing:** Firefighters must have the ability to talk and hear to effectively communicate in both emergency and non-emergency situations. They need to hear to detect a possible trapped victim. They need to hear while assessing a patient for lung sounds or determining a pulse or blood pressure.
3. **Touching/Feeling:** Firefighters must touch and feel when testing a patient's pulse rate. Firefighters must also be able to feel the contour of a building when conducting a search or rescue. They need the ability to feel for heat when conducting suppression activities in a non-visible environment. They also must have the ability to detect the presence of a body or foreign objects or obstacles.
4. **Smelling:** Firefighters must smell to detect odors on patients such as alcohol or emesis. Firefighters must also be able to detect smoke, specific gases and other odors that could indicate a harmful or dangerous environment.

ADDITIONAL COMMENTS:

Firefighters must have keen senses to do their job efficiently and effectively. A Firefighter's sense is the means by which he/she obtains information. A firefighter must have the ability to obtain information so that he/she can properly act on a specific situation. Often there are times when the sense of sight is not available. During these types of hazardous situations, the firefighter must rely on all other senses to obtain necessary information to act in a safe and effective manner. An example would be a firefighter who has to couple hose together in the dark; the firefighter has no visual sense, but does have the sense of touch.

ENVIRONMENTAL CONDITIONS:

1. **Temperature/Weather:** Firefighters are exposed to all temperature variations. While in full protective clothing, a firefighter may have to perform in very hot (300+ degrees) environments. While wet, a firefighter may have to perform in very cold conditions (below 32 degrees). Firefighters have to perform under many conditions such as in a storm with rain, sleet, hail or lightning; during a flood, in the dark, under direct sunlight, etc.
2. **Noise:** Firefighters are exposed to a wide variety of noises such as helicopters, fire engines, chainsaws, air chisels, sirens, explosions, etc. The decibel level that firefighters are exposed to may exceed 108 decibels, such as when working near a running helicopter.
3. **Hazards:**

- a. Burns: Burns may occur from a fire type incident as the result of a thermal, steam, direct flame, or chemical contact.
- b. Mechanical: Mechanical injuries may occur from a firefighter being struck by a falling object or being hit by a moving vehicle. A combative patient may cause a mechanical injury. In addition, the firefighter may fall on or against various objects during routine firefighting duties or training.
- c. Electrical: Electrical injuries may occur from a firefighter coming in contact with an exposed electrical line during a structure fire. Accidental contact with a downed power line may also cause an electrical injury.
- d. Chemical: A chemical injury may occur from a firefighter coming in contact with a hazardous chemical either through inhalation, injection, absorption, or ingestion.
- e. Biological: A firefighter runs the risk of coming in contact with bloodborne pathogens containing harmful infectious diseases such as AIDS, hepatitis A, B, and C, tuberculosis, meningitis, etc.
- f. Respiratory: Respiratory hazards may occur when a firefighter accidentally inhales a substance such as smoke that contains a carcinogenic, mutagenic, toxin or other harmful substance.
- g. Mental Stress: Mental stress is a hazard to the firefighter because of the grim situations that a firefighter often encounters. There is also a mental stress of having to be in the constant state of readiness while on duty.
- h. Physical Stress: The firefighter's body is subjected to a great deal of physical stress, sometimes for a long period of time. Stress may result from having to remove victims, manage a hose lines, move heavy and/or unsafe objects, etc.
- i. Radiological: Firefighters may be faced with radiological hazards when responding to a vehicle accident where radiological substances are being transported.
- j. Sleep deprivation: Firefighter's sleep often gets interrupted due to response to emergency incidents. Firefighters may work over a 24 hour period without sleep.

ADDITIONAL COMMENTS:

Firefighters are exposed to many dangerous environmental conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of dangerous environmental conditions. A firefighter acts in a manner that provides for his/her safety and the safety of others.

ATMOSPHERIC CONDITIONS:

1. **Fire:** Firefighters are exposed to fire when they are involved in a structure fire, vehicle fire, or other emergency situations.
2. **Smoke:** Firefighters are exposed to smoke when they are involved in a structure fire, vehicle fire, vegetation fire, or other emergency situations.
3. **Gases:** Firefighters are exposed to many gases both hazardous and non-hazardous in nature. An example would be when a firefighter has to mitigate a flammable gas leak or when he/she has to perform a rescue on a patient who is in a vehicle with gasoline dripping from the vehicle's gasoline tank.
4. **Dust:** Firefighters are exposed to dust when at the scene of a fire and when in the mop-up stage of a fire or when fighting a vegetation fire.
5. **Biological:** Firefighters may be exposed to various biological atmospheres. An example is when the firefighter is in enclosed quarters with a patient who has tuberculosis and is coughing productively.
6. **Low Oxygen Levels:** Firefighters may be exposed to low oxygen levels in situations such as confined space or a CO2 enriched environment.

ADDITIONAL COMMENTS:

Firefighters are often exposed to dangerous atmospheric conditions. Through extensive training and past experiences, the firefighter will be able to determine the presence of a dangerous atmospheric situation. The firefighter may then act in a manner that provides for his/her safety and the safety of others.

FLOOR SURFACES:

Firefighters work on a variety of surfaces, both safe and unsafe. These surfaces may include but are not limited to: cement, asphalt, dirt, wood, water, mud, tile, carpet, metal grate, linoleum, gravel, etc.

The surfaces may be uneven, steep and/or slippery such as an icy rooftop. Floor conditions may be undetectable especially when the floor has been exposed to fire. Firefighters often work on surfaces with poor visibility and in areas that they are unfamiliar with such as fighting a vegetation fire on the side of a hill at night. The floor surfaces may contain biological or chemical hazards such as blood or hazardous chemicals

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A combination of education, experience, and training equal or equivalent to the following:

FIRE DIVISION CHIEF

- A Bachelor's degree in public administration, business administration fire science, fire technology, other fire service related program, or other related field of study;
- Six years of full-time paid experience in an organized Fire Department which includes a minimum of three (3) years as a Fire Captain or higher. Further, the three (3) years of Captain experience must include structural and wildland firefighting work experience.
- A State of California Office of the Fire Marshal Fire Officer Certification or equivalent educational certification from another jurisdiction.
- ICS-300 Certificate or equivalent certification.

The City of Gilroy reserves the right, in its sole discretion, to determine whether or not the combination of education, experience, and certification is qualifying. The most qualified candidates will be determined at the City's sole discretion.

2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s) by the time of appointment.
3. Pass a detailed background investigation for employment.
4. Pass a post-offer, comprehensive psychological evaluation for employment.
5. Pass a post-offer, comprehensive medical examination for employment, including a drug screen.
6. Must sign a non-tobacco use contract.
7. Must participate in annual occupational health and wellness screening as required by the City of Gilroy.
8. Must reside within a fifteen minute response time to any of the City of Gilroy fire stations within six months of appointment.
9. Prefer bilingual, English/Spanish.