



DIVISION CHIEF

DEPARTMENT: FIRE/RESCUE
GRADE 551

CHARACTERISTICS OF THE CLASS:

Under the direction of the Assistant Fire Chief, is responsible for directing and supervising the activities and personnel of a division involved in fire operations, rescue, prevention, inspection, investigation, building and/or training. The incumbent enforces fire codes and laws, educates the public on fire prevention and detection, and works with engineers and architects in the design of fire safe buildings. Duties include training, disciplining, and evaluating fire department personnel in the operation and maintenance of fire equipment and in techniques of firefighting. The incumbent has complete responsibility over all activities within his/her assigned division and over all fire companies while in command of a major incident until relieved by a senior ranking officer. Work is reviewed through observation and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Responds to major alarms with fire companies and directs activities of fire and rescue crews and crews and their assigned units.
2. Maintains and enforces discipline within the ranks, forwards commendations for exemplary acts by department members.
3. Schedules, assigns work, and delegates authority to department personnel; supervises subordinates in the performance of assignments; performs employee evaluations.
4. Oversees the training of subordinates in the use of fire fighting apparatus and vehicles; tests equipment operations for response readiness; reviews emergency response mistakes.
5. Confers with officials and/or civic representatives to improve fire safety and promote fire prevention awareness.
6. Completes and reviews fire company incident and inspection reports; maintains department records including alarm, insurance, performance and drug reports.
7. Prepares division operating budget; monitors budget expenditures; reviews and approves purchases of equipment and operating supplies.
8. Supervises and assists Fire Inspectors in the inspection of local businesses; assigns work orders; conducts training for inspectors; maintains employee related records.
9. Assists business owners in determining the fire prevention codes that apply; assists
10. business owners in determining needed changes to bring their establishments up to code.

11. Reviews construction plans for compliance with fire protection features as required by various Federal, State and local codes.
12. Supervises/conducts investigations as to cause and origin of fires, collects and presents evidence, interviews witnesses and suspects, and testifies in court as to findings; represents the city in code appeal cases.
13. Make speeches, talks, presentations and demonstrations to various civic, social and school groups on fire prevention.
14. Researches and prepares recommendations regarding fire protective/preventive legislation; provides fire code interpretations; prepares various records and reports.
15. Assume the responsibilities of the assistant Fire Chief when assigned

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelor's Degree from an accredited college or university in Fire Science or a related field; supplemented by ten (10) years of progressively responsible experience in fire service with the City of Pembroke Pines, at least two (2) of which should have been at the next lower rank; or an equivalent combination of training and experience. Must be certified as a Firefighter by the State of Florida.

B. Knowledge, Abilities and Skills:

Knowledge of modern principles, practices, methods and techniques in fire prevention and suppression, personnel administration, and management.

Knowledge of the rules and regulations of the Fire Department.

Knowledge of BLS and ALS procedures and protocols to properly supervise EMS personnel.

Knowledge of the proper use of all equipment in the station and on the units.

Knowledge of the street system and physical layout of the City and adjoining areas.

Knowledge of fire protection practices, codes and laws; inspection and investigation techniques.

Knowledge of building construction, practices and techniques.

Ability to operate and maintain firefighting apparatus and equipment.

Ability to establish and maintain effective working relationships with subordinates, superiors and the general public.

Ability to plan, assign, supervise and review the work of others.

Ability to enforce laws, ordinances and regulations with tact and impartiality.

Ability to establish and maintain high morale and productivity among subordinates.

Ability to convey information clearly and concisely, both orally and in writing.

Ability to act quickly and calmly in emergency situations.

Ability to manage personnel in the daily operation of fire department.

Ability to serve as the department's Public Information Officer when assigned.

C. Physical Requirements: 3

D. Environmental Requirements: 3

E. Sensory Requirements: 2, 3, 5, 6, 7, 8, 9