

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

DIVISION CHIEF

Revision #

Date: 9/12/2005

Approved By:

Reports to: Fire Chief

Supervisory Position: Yes **PFA:** No **Safety:** Yes **FLSA Exempt:** Yes

General Position Description

Under administrative direction, may be assigned to administer one or more functional sections/divisions of the District; including Operations, Fire & Life Safety, Fleet Maintenance, EMS, or Administration. Responsibilities require initiative and independent judgment in routine and emergency situations. Assumes operational and administrative responsibilities of the District in the absence of the Fire Chief.

Principle Duties and Responsibilities

- Performs as an integral part of the District's executive management team.
- Recommends appointments, promotions, suspensions or terminations. Initiates disciplinary actions within assigned sections/divisions.
- Coordinates Hazardous Materials Response Program.
- Organizes fire and life safety inspections of all applicable occupancies, fire protection systems, and appliances; and the investigation of all fires for cause.
- Develops public relations and educational programs for the community of Apple Valley.
- Enforces adopted rules, regulations and SOPs of the Fire District.
- Is knowledgeable of ALS and BLS emergency medical operations and protocols.
- Assists with establishing and monitoring the District's Fitness and Safety Programs.
- Determines, monitors, and corrects safety issues within the assigned division.
- Manages ISO rating process.
- Stays abreast of current and best practices within the fire service and develops training programs accordingly.

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- Schedules divisional training classes and instructs as necessary. Ensures that all new candidates and current employees meet required training and qualification standards.
- Supervises administration of career and paid-call fire companies. Monitors attendance requirements within the division.
- Liaisons with the 911 Communications Center to coordinate day-to-day service needs of the District.
- Specifies and recommends the purchase of fire suppression and rescue apparatus and equipment.
- Develops a budget for assigned division and assists with overall budget administration.
- Manages division equipment, personal protective equipment, turnout gear, pagers, and radios.
- Ensures that all division equipment and vehicles are maintained and tested as required.
- Assists in master planning for the District.
- Works as a team leader and/or incident commander under stress caused by emergencies, danger, or criticism.
- Supervises emergency personnel during emergency and non-emergency situations; and has the ability to motivate and manage people.
- Attends Board meetings and other meetings or conferences as assigned by the Fire Chief.
- Is available for after hour duty coverage on a rotational basis or as needed.
- Develops/coordinates training programs to improve individual and departmental capabilities.
- Is generally available for off-hour meetings, phone calls and special assignments.
- Attends extra training as required for the position.

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- Maintains positive community relations while acting as an ambassador for the District.
- Performs other duties as assigned or are apparent.

Minimum Qualifications

As established in District Personnel Policy P-5.

Description of Duties, Abilities and Work Environment

Reference: Description of Duties, Abilities and Work Environment for Safety Personnel Category I.