

DIVISION CHIEF

Class Title: Division Chief; FLSA Exempt Position

Updated: ~~June 2, 2022~~

I. POSITION SUMMARY AND PURPOSE

The Division Chief is a management class found in the Fire District, responsible for planning, organizing, directing and evaluating the work of a Division under the general direction of the Fire Chief, who outlines broad policies and reviews work primarily for results obtained. The Division Chief is a classified position and is subject to the rules and regulations of the Lebanon Fire District Civil Service Commission. The Division Chief is exempted as an "Exempt Employee" as described in ORS 653.269 and OAR 839-020-0320.

II. SUPERVISION RECEIVED

The Division Chief receives general administrative direction and direct supervision from the Fire Chief within established goals, budget, and boundaries set by District policy as well as all applicable laws. The Fire Chief reviews the work of the Division Chief for effectiveness and conformance with established policies, rules and standards.

III. SUPERVISION EXERCISED

The Division Chief exercises supervision over all subordinate personnel in a Division. The Division Chief is responsible for administrative, operational, fire and life safety, and training functions of the District and may assume the responsibilities of the Fire Chief in the Fire Chief's absence. The Division Chief has the authority to make necessary decisions related to administrative functions and operations of the district. The Division Chief supervises subordinate career and volunteer personnel both at emergency scenes and in daily performance and activities. The Division Chief has authority to make work assignments, to evaluate performance, and to discipline and/or suspend subordinate personnel for violation of policy, rules, regulations, or for misconduct, including the imposition of economic discipline. The Division Chief recommends to the Fire Chief actions resulting in the hiring, firing, promotion, demotion, or transfer of subordinate personnel.

IV. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The Division Chief will be assigned to one of three divisions – Operations, Training and Safety, or Fire and Life Safety. The division assignment will be made by the Fire Chief based upon knowledge, skills, abilities, certifications and District needs. The division assignment may be changed at the sole discretion of the Fire Chief.

A. OPERATIONS DIVISION

1. Provides professional leadership over the day to day operations of emergency response and maintenance.
2. Responds to emergency incidents when necessary and may take command of major events.

3. Evaluates operational service delivery and proposes modifications to meet the needs of the District.
4. Conducts research and provides recommendations on a wide variety of issues that affect the District.
5. Works collaboratively with the executive team to participate in decisions that guide the District toward accomplishing the mission and vision.
6. Provides supervision and has responsibility for all operational personnel, equipment, and operations of the District under the direction of the Fire Chief.
7. Performs first level administrative and command duties for the EMS system under the direction of the Fire Chief.
8. Acts as a liaison with all state/local agencies to coordinate EMS activities as required by law and is the District's liaison with the EMS Medical Director.
9. Builds and maintains positive and effective working relationships with union leadership.
10. Serves as a member of the management team during contract negotiations and generally functions as the first point of contact for labor union issues, grievances, and demand to bargain impacts.
11. Develops and administers the budget and expenditures of the division within level of supervision. Working closely with the Fire Chief to ensure the long term financial viability of the District in meeting the mission and vision of the District.
12. Measures and reviews the accomplishments and performance of subordinate functions and conducts evaluations.
13. Monitors compliance with policy and effective utilization of assigned human resources.
14. Fosters and promotes effective integration and efficient coordination between paid and volunteer programs, activities, shifts, stations, and members.
15. Practices and promotes safe working habits. Reports unsafe working conditions and implements corrective measures as required.
16. Performs all other duties and functions as may be assigned, required, or directed.
17. Assigns work to all Battalion Chiefs as needed and sees that assignments are completed within the scheduled time frame.
18. Provides consistency in day-to-day shift responses and EMS practices.

B. FIRE AND LIFE SAFETY DIVISION

1. Administers the operation of the Fire and Life Safety Division, including the enforcement of all applicable federal, state and local fire and life safety codes.
2. Conducts and/or oversees detailed field inspections of all types of buildings, occupancies, and special protection systems to determine and enforce compliance with federal, state, and local codes and ordinances; notifies owners or other persons in violation of fire safety laws or ordinances and provides time schedule for compliance. Conducts re-inspections as necessary.
3. Manages the development and preparation of amendments to fire and building codes reflecting solutions to latest trends and techniques in the construction business.
4. Manages retention of fire and life loss records, inspection records, investigation reports, (activities, hazards, and violations noted and abated), investigations, complaints, (special

and unusual hazards noted or abated), juvenile fire-setter records and other information, making reports as needed to the public.

5. Develops and maintains fire department data processing techniques for the preservation of fire and EMS records and fire prevention, training, EMS, and maintenance projects.
6. Analyzes municipal fire problems and makes recommendations to ensure adequate water supply for fire suppression purposes.
7. Develops public relations and education programs for citizens of the District in fire prevention and life safety information.
8. Interacts with and advises building owners, architects and builders for the purpose of checking building plans, general upgrading of structures and properties to ascertain that the intent of the fire and life safety codes are met.
9. Participates in short and long-range planning efforts, recommends strategies for service delivery, financial, and administrative efficiencies.
10. Submits the annual administrative, planning, and fire and life safety budgets to the Fire Chief.
11. Attends conferences, schools and various meetings to maintain certifications required for position and to stay abreast of new developments and discoveries as it relates to fire prevention and supervisory techniques.
12. Prepares standard reports and maintains records appropriate to fire and life safety.
13. Acts as a liaison with federal, state and local fire prevention, code and law enforcement agencies to coordinate fire and life safety activities as required by law.
14. Manages fire investigations to determine ~~probable cause, origin, origin and cause, and circumstances~~; provides information and may testify in court to assist law enforcement and judicial personnel in the prosecution of persons charged with violations of fire prevention laws and ordinances including arson.
15. Oversees LFIT (Lebanon Fire Investigation Team). Participates in and acts as liaison with LBFIT (Linn-Benton Fire Investigation Team.)
16. Oversees Fire and Life Safety Division and Operations Division personnel in conducting fire prevention programs and campaigns within the District; circulates fire prevention literature; responds to requests and encourages opportunities to make presentations on fire safety and prevention to various civic organizations, clubs, schools, etc. within the District.
17. Manages plan reviews of building project plans, to include new and remodel projects, for compliance with local, State, and Federal fire safety regulations and codes.
18. Manages public presentation programs on fire safety/prevention to various civic organizations, clubs, schools and other public entities within the fire district.
19. Manages the District's Public Information programs.

C. TRAINING AND SAFETY DIVISION

1. Coordinates, plans, and directs the training and safety for the District in all areas, including fire suppression, rescue, emergency medical, hazardous materials, and personnel development.
2. Works with local fire departments, community colleges, and other training agencies to coordinate the department's program to meet local needs.

3. Manages the operation of the District's training and drill facilities.
4. Maintains required training for EMT, Paramedic, and Department of Public Safety Standards and Training (DPSST) re-certifications.
5. Compiles related reports as required for the Fire Chief, Board of Directors, and/or the Department of Public Safety Standards and Training (DPSST).
6. Maintains a working knowledge of state and federal training and safety regulations and their impact on District operations. Acts as liaison with private industry on fire suppression issues and emergency response plans.
7. Coordinates company level training and provides lesson plans and direction for Battalion Chiefs and Lieutenants to provide quality, consistent training to all personnel.
8. Performs task level performance testing to verify proficiency of the company level training.
9. Works with Volunteer Officers regarding recruitment, retention, and training of Volunteer Firefighters.
10. Assists with the development of training criteria and helps identify deficiencies in training and performance.
11. Oversees training and training records for all personnel.
12. Develops training in the areas of fire suppression and EMS to ensure that personnel can meet and/or exceed the desired level of function and goals for efficiency and effectiveness as outlined in the District's Standard Operating Guidelines and EMS Standing Orders.
13. Assists the Operations Division with the development of all training evaluation criteria.
14. Provides scheduling for day-to-day shift training and safety practices.
15. Identifies deficiencies in training, safety, and performance.
16. Prepares standard reports and maintains records appropriate to training and safety.
17. Acts as a liaison with all state/local agencies to coordinate training activities as required by law.

V. PERIPHERAL DUTIES

1. Participates as District representative in local, county, regional and state meetings and planning groups.
2. Attends conferences, schools, and seminars related to enhancement of the position and the District to deliver effective fire, EMS, and life safety services to the public.
3. Represents the District by active participation and membership in state, national, and international organizations as authorized by the Board of Directors and the Fire Chief.
4. Represents the District by participation and membership in local service organizations.
5. Professionally represents the District at a variety of external meetings, functions, and events.

VI. TYPICAL EXAMPLES OF WORK

Personnel:

1. Assigns and delegates work and/or training to subordinate personnel.

2. Regularly evaluates work and training of subordinate personnel for competence and conformance with District policies, procedures, standards and rules.
3. Works closely with all personnel regarding personnel problems, planning, and budgeting.
4. Participates as a member of the executive management team.
5. Assists in labor negotiations with the labor union bargaining unit.
6. Maintains effective communications and provides training with subordinate personnel on work assignments, performance, rules, regulations, and policies.

Administrative Duties:

1. Serves with the Fire Chief in a departmental policy making and review capacity.
2. Represents the Fire Chief at various meetings such as Board of Directors, City Council, Fire Defense Board, Union, and Staff as required.
3. Administers issues concerning patient confidentiality, protecting the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices as required by federal and state laws, and in accordance with general principles of professionalism as a health care provider.
4. Attends conferences, schools, and various meetings to keep abreast of new developments and discoveries as it relates to firefighting and supervisory techniques.
5. Submits various portions of the annual budget to the Fire Chief.
6. May act in capacity of the Fire Chief in their absence.
7. Assists in the formulation of District goals and objectives as well as recommends budgetary items affecting division to the Fire Chief. Once approved, the Division Chief administers and prioritizes expenditures from those budgets throughout the fiscal year.

Emergency Operations Responsibilities:

1. Responds to fires, EMS, and other emergencies as needed, performing firefighting duties as required including combating, extinguishing, and preventing fires as well as protecting life and property.
2. Provides direction and participates in fire suppression and emergency activities unless or until relieved by a higher-ranking officer.
3. Acts as Incident Safety Officer or other Command Staff position.
4. Makes decisions as to method of combating fires and performing rescue operations.

VII. MINIMUM QUALIFICATIONS

1. Must possess a valid, insurable driver's license and be able to respond with short notice, 24 hours a day, on an emergency basis to District alarms. Possession of a valid Oregon Driver's License required within six months of hire.
2. NFPA Fire Officer 2 certification (or equivalent).
3. NFPA Instructor 1 certification (or equivalent).
- ~~4. NWCG Strike Team/Task Force Leader Certification or equivalent.~~
- ~~5-4.~~ Certified Emergency Medical Technician (EMT). Must be certified with the State of Oregon within six months of hire.

- ~~6.5.~~ Must meet all federal/state/county and District minimum requirements to participate in emergency operations.
- ~~7.6.~~ Proficient in the Incident Command System.
- ~~8.7.~~ Ability to communicate well (verbally and written) with other personnel and the public.
- ~~9.8.~~ Ability to plan, organize and supervise work programs.
- ~~10.9.~~ Knowledge of principles and practices of teaching/training methods for firefighting and EMS personnel.

Education and Experience:

1. Ten (10) years of full-time paid emergency response experience with a paid or combined paid/volunteer fire department with at least five (5) years of combined supervisory and project / program management experience. Four (4) years of supervisory Acting in Capacity (AIC) time may be substituted for one (1) year of supervisory equivalency.
2. Associate degree in fire science, EMS, fire administration, business, or related field. Graduation from high school or GED equivalent and four (4) years of relevant fire service experience may be substituted for the required degree.

Knowledge/Skills/Abilities:

1. Knowledge of principles of supervision; modern fire suppression methods, fire behavior, technology and equipment.
2. Knowledge in the application and development of division plans and objectives, personnel and emergency scene management, community activities, and public awareness.
3. Knowledge of NFIRS (National Fire Incident Reporting System) record-keeping systems required.
4. Knowledge of third-party fire records database management systems.
5. Knowledge of the modern principles and practices of fire protection including National Fire Protection Association Standards, The International Fire Code and the Oregon Fire Code.
6. Ability to effectively plan, organize, direct, and evaluate the work of others.
7. Ability to analyze program needs and make recommendations for change.
8. Ability to analyze fire loss data.
9. Ability to effectively deal with personal danger which may include exposure to fire, dangerous persons, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; and natural and man-made disasters.
10. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
11. Ability to make sound decisions in a manner consistent with the essential job functions.

Special Qualifications for assignment to Fire and Life Safety Division:

1. OSFM Fire Marshal Competency Recognition within 24 months of hire.
2. ~~OSFM Fire and Life Safety Specialist 1 designation or higher Oregon Fire Inspector II~~
3. OSFM Youth Fire Prevention Interventionist.
4. ~~NFPA Fire Inspector II~~
5. ~~NFPA or ICC Certified Fire Plan Examiner certificate within 12 months of hire.~~
6. I.A.A.I Certified Fire Investigation Technician (or I.A.A.I. Certified Fire Investigator)

Commented [KF1]: Will need to transition this to NERIS late 4th quarter

Commented [KF2]: To acquire the Oregon Fire Inspector II you have to have the ICC Fire Inspector II as well as the NFPA Fire Inspector II. This is the minimum qualification needed for our district to operate and function as we do from a code perspective. Someone has to maintain the II or the Fire Marshal designation. That is why I have made it a required qual.

- ~~7-6.~~ Working knowledge of the Oregon Fire Code, the Oregon Building Code, and the Oregon Structural Specialty Code.
- ~~8-7.~~ Working knowledge of methods and techniques of fire prevention inspections and investigations.
- ~~9-8.~~ Working knowledge of the legal process involved in code enforcement and fire protection.
- ~~10-9.~~ Ability to conduct thorough and efficient fire-related inspections and investigations.
- ~~11-10.~~ Ability to plan and conduct effective fire prevention programs including ability to make interesting/informative presentations to various community groups.

VIII. DESIRED QUALIFICATIONS

1. DPSST certified Division/Group Supervisor or higher.
2. NFPA Public Information Officer certification.
3. Bilingual (Spanish Speaking).
4. EMT/Paramedic.
5. Thorough knowledge, understanding, and experience in city, state, and federal laws and regulations, District policies and objectives, and labor agreements.
6. Thorough knowledge, understanding, and experience in ~~and~~ fire prevention and suppression management techniques.
7. Knowledge of record-keeping systems required in training and safety programs.
- ~~8.~~ Demonstrated ability to work closely with volunteers, elected officials, staff and citizens.
- ~~8-9.~~ NWCG Strike Team/Task Force Leader Certification or equivalent.

IX. DESIRED EXPERIENCE/TRAINING

1. NFPA Fire Officer 3 and 4 Certifications.
2. Bachelor's Degree or higher in fire administration, fire science, or related field with course work in administration.
3. Additional years of experience of increasing responsibility with a fire department above the required minimum qualifications.
4. Graduate of (or enrolled in) National Fire Academy Executive Fire Officer Program, Managing Officer Program, or hold Commission on Fire Accreditation International (CFAI) Chief Fire Officer designation.
5. Experience as a full-time Shift Battalion Chief.
6. Demonstrated ability and education/training in dispute resolution.
7. Any other equivalent combination of experience and training that ensures the ability to perform the work requirements listed above.

X. TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee will use fire apparatus, ambulances, and related vehicles; fire pumps, hoses, ladders, and other firefighting equipment; patient care, moving, and handling equipment and devices; personal computer and various software programs; audiovisual equipment; radio communication equipment; office equipment; and other related tools and equipment.

XI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position requires above-average physical condition with the ability to lift up to 25 pounds frequently and over 50 pounds on rare occasions. Position requires occasional use of self-contained breathing apparatus (SCBA).

All operational positions of the Lebanon Fire District must adhere to the District policy on essential minimum physical and mental functions and must pass an annual physical agility test and medical evaluation

XII. WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office, residence, commercial buildings, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, and bodily fluids.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at emergency scenes.

XIII. SELECTION GUIDELINES

The selection process may contain a formal application; review of education and experience regarding qualifications; appropriate testing; including assessment centers and interviews; drug screening; background check; final selection; and pre-employment medical examination.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period and must reside within a twenty (20) mile radius of the Main Station within one (1) year of employment.