



## CLASS SPECIFICATION

Class Code: 17150  
Date Est: 11/2011  
Last Rev: 08/2020  
Last Title Chg: 12/2016  
FLSA: Non-exempt  
Probation: 12 Months

### **DIVISION CHIEF**

- **Standard Position**
- **EMS Option**

### **DEFINITION**

Under general direction of the Deputy Fire Chief of Operations, the Division Chief position is responsible for the safe and efficient operations of an assigned division; and performs related work as required. The Division Chiefs may be assigned to different divisions within the District by the Deputy Chief, dependent upon need and qualifications. While the mission of the division to which positions are assigned dictates specific duties and responsibilities, job class incumbents are charged with full responsibility for managing the work processes, personnel and resources assigned to the designated division.

### **EXPERIENCE AND TRAINING REQUIREMENTS**

#### **All Positions**

A Bachelor's degree from an accredited college or university in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field; AND ten years of full time progressively responsible firefighting experience, including at least two years of chief officer experience within the fire service; OR an equivalent combination of education and experience.

#### **EMS Option**

In addition to all requirements listed above, five years of experience as a certified Paramedic or Registered Nurse in a pre-hospital setting; OR an equivalent combination of education and experience.

### **LICENSE OR CERTIFICATE**

#### **All Positions**

#### **At time of application:**

CPR certification.

Fire Officer II Certification from the State of Nevada or International Fire Service Accreditation Congress (IFSAC).

Nevada or National Registry Basic Emergency Medical Technician or higher certification.

Fire Service Instructor I and II Certification from the State of Nevada or International Fire Service Accreditation Congress (IFSAC).

#### **At time of appointment:**

A valid driver's license.

Incident Command System 100, 200, 300.

#### **Required at time specified below:**

Incident Command System 400 must be completed within one year of appointment.

### **EMS Option**

#### **At time of application:**

In addition to requirements listed above, must be certified as a Paramedic by the National Registry of Emergency Medical Technicians or the State of Nevada OR current state licensure as a Registered Nurse.

EMS Instructor Certification from the State of Nevada or acceptable equivalent out of state certification.

### **SUPERVISION EXERCISED**

Exercises direct supervision over assigned professional, technical, and administrative support personnel.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

#### **All Positions**

Possesses authority to respond to complex incidents and participate in the incident as assigned.

Develops and establishes goals, objectives, policies and best practices for assigned division area; oversees and evaluates skills and training activities; develops, recommends and implements changes in service delivery; oversees the development, updating and maintenance of the division's policies and best practices.

Conducts studies and analysis of divisional operations; identifies areas for improvement and develops training accordingly; stays current on recent developments, literature and programs related to assigned area.

May be required to respond to complex fire, rescue, multi-causality and hazardous materials incidents and participate at the Command level within the incident command system.

Assist the Fire Deputy Chief with formulation of budget(s) by recommending expenditures, monitoring budget(s), coordinating purchases for commodities and capital equipment for the division.

Supervise assigned staff including staff selection, staff training, work assignment and review, coaching and development, performance evaluation, discipline and conflict resolution.

Participates in the development and planning for recruitment and promotional processes and staff development programs.

May serve as Department Safety Officer and oversee program as required.

Coordinates with Fire Deputy Chief of Operations to integrate volunteer fire departments into the response system as needed.

Develops and coordinates fire related training exercises, plans and programs with the Operations Division and other regional agencies to ensure career and volunteer personnel compliance with policies standards and best practices.

#### **EMS Option**

Develops and implements policies and procedures directing Medical Rescue, Pre-hospital care, Quality Assurance, EMS/Fire Administration, Public Health Care programs, Infection control, EMS Training programs, Personnel Development and other EMS activities.

Attends and participates in County Health District meetings, professional, community, inter-agency or statewide meetings; stays abreast of new trends and innovations in the field of fire suppression, EMS and rescue operations.

Oversees the District's QA/QI program to ensure continual improvement of service delivery and advanced life support therapies.

Ensures the district is fully outfitted with medications, supplies and equipment. Exercises direct control and supervision over security and inventory of medications and narcotics.

May serve as Infectious Control Officer and oversee program as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

#### **All Positions**

Current Federal, state, and local laws pertinent to the assigned function, including fire and emergency medical services.

Policies and procedures of the Truckee Meadows Fire Protection District.

Current best practices, developments and trends in the fire service including fire suppression and emergency medical services.

Principals, practices, methods and techniques of fire suppression, including structural and wildland suppression, triage and management of multi-casualty incidents.

Working knowledge of human resource practices and the ability to manage both volunteer and career personnel.

Principles and practices of program development, implementation, and administration to include career and volunteer training programs.

Principles and practices of budget preparation and administration.

Principles of employee supervision; performance evaluation, selection, and training.

#### **EMS Option**

Principles and practices of skilled paramedic pre-hospital care.

Principles of medical disaster planning and theories of emergency management.

Health Department operation and services.

Infection control practices and procedures.

### **Ability to:**

#### **All Options**

Function within the Incident Command system on a wide variety of emergency incidents.

Plan, organize, direct and coordinate the work of staff.

Supervise personnel, including training, assigning, and reviewing work, and conducting performance evaluations.

Evaluate and analyze priorities and processes to determine their effectiveness and efficiency.

Respond to emergency situations as needed.

Prepare budget recommendations and assist in determining the needs of the District and community in areas of suppression and emergency medical services.

Analyze problems and emergency situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Exercise sound and independent judgment.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range, per DMV requirements.

All licenses and certifications required to be kept current and maintained for continued employment.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

All external applicants will be required to pass a thorough medical examination prior to appointment and for continuing employment.

All external applicants will be required to undergo a background investigation prior to being considered for employment.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*