

DIVISION CHIEF



Description:

Under general direction, assists in the planning, directing, and managing of a division within the San Bernardino County Fire Department; performs other duties as required.

Distinguishing Characteristics:

Positions in this class are characterized by the assignment of administrative and managerial responsibilities in overseeing a Division. Incumbents exercise considerable independent judgment, decision-making and initiative in managing the operational, fiscal, fire prevention, training and paramedic functions of a single Division or multiple battalions within a Division. The Division Chief reports directly to the Assistant Chief of Operations for the County Fire Department.

Duties may include, but are not limited to:

1. Assists the Assistant Chief in the planning, development, and administration of all activities of a Division within the fire department.
2. Establishes policies, procedures, and methods regarding all aspects of their Division; reviews existing policies and procedures and recommends adjustments to improve efficiency.
3. Directs and supervises subordinate employees within the Division; helps establish operating policies, goals, plans, and objectives and oversees their implementation.
4. Assists in the preparation, justification and monitoring of Division/Battalion budgets; monitors and controls expenditure of funds; helps resolve budget issues; recommends and oversees budget adjustments.
5. Serves as the Fire Chief for any contract cities within their assigned Division.
6. Helps evaluate the needs of communities and cities within the Division; helps implement or modify operations and required.
7. Advises the Assistant Chief regarding fire suppression activities within the Division or Battalion; may make presentations to elected officials, community groups and other agencies as needed.
8. Assists with coordinating Fire Department/Fire Warden matters throughout the County and with other agencies and organizations.
9. Oversees and approves the necessity and purchase of apparatus, equipment and supplies within the Division; recommends changes in employee assignments and duties as necessary.
10. Acts as liaison between the fire department and outside agencies, commissions and community groups; represents the fire department and provides information regarding fire department plans, activities, and operations.

11. Responds to major emergencies and situations as needed; assists in the direction of fire fighting operations.
12. May require 24 hour on call for Division coverage, Battalion duty, EOC coverage, County wide coverage, and/or operational area and region 6 coverage (if applicable).
13. Prepares necessary reports and correspondence.
14. Provides vacation and temporary relief as required.
15. Provides other duties as required.

Typical Qualifications:

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 49103

Salary Range: E66

Representation Unit: Exempt Group

Last Updated: 5/20/10