

# DIVISION MANAGER SUPPORT SERVICES



## **Description:**

Under general direction, to plan, organize, direct and supervise the activities and personnel for the Support Services Division of the Fire Department.

## **Distinguishing Characteristics:**

This single position class reports to the Assistant Chief, Administration and manages the Support Services for the Fire Department. This is a management level position, requiring application of effective management practices and skills in planning, organizing, supervising and directing the activities and personnel of the Support Services Division.

## **Duties may include, but are not limited to:**

1. Plans, directs, organizes, supervises and coordinates the Support Services activities and personnel involved in the operation of the Vehicle Services, Service Center, Facilities and SCBA program.
2. Consults with the Assistant Chief, Administration to establish and implement policies and procedures for determining vehicle assignments, scheduling preventative maintenance of vehicles and equipment, assuring vehicle replacement, maintaining spare parts stock.
3. Assists with the preparation, administration and monitoring of the Support Services Division budget.
4. Initiates, implements, monitors and evaluates customer delivery improvements, and new policies, procedures and systems.
5. Maintains a customer oriented operation; consults with the Fire Department to determine Support Services needs; furnishes cost estimates to departments for repair work to be performed.
6. Negotiates with vendors, adheres to competitive rates and ensures purchase of quality fleet vehicles and equipment; administers the acquisition and disposition of vehicles and equipment; writes specifications and requisitions for new equipment, vehicles, and supplies.
7. Directs the service, repair and preventative maintenance of Fire Department vehicles to maintain quality automotive services; develops, implements, and supervises preventative maintenance programs; periodically reviews repair work and procedures to ensure accuracy, completeness, and efficiency.
8. Confers with other government agencies and departments to determine specific needs to meet program requirements. Acts as liaison with State regarding fuel/biennial inspections and other regulatory requirements.
9. Assists with grants such as writing, determining needs, ensuring grant guidelines are followed, obtaining pricing, ordering, inspecting, receiving and tracking.

10. Manages fire department communication devices such as mobile phones, satellite phones, VHF radios, 800 radios and pagers; works with vendors to determine proper equipment is in place; tracks equipment in service.
11. Manages department's inventory of fixed assets and vehicles; Works with Divisions to ensure annual inventories are completed.
12. Manages/directs various annual inspections and repairs of equipment within the fire department such as; rescue tools, heart defibrillators, ground ladder testing, aerial devices, pump testing, SCBA flow testing, SCBA mask fit testing, N95 fit testing, PPE inspections, apparatus inspections, BIT inspections.
13. Participates in various committees to provide assistance and support to determine departments position and needs.
14. Provides vacation and temporary relief as required.
15. Provides other duties as required.

**Typical Qualifications:**

A Bachelor's degree in public or business administration, or a closely related field.

Five (5) years experience with a public agency managing a large vehicle fleet operation, two (2) years of which must have been performing in a supervisory capacity.

Substitution: Additional qualifying experience may substitute for the education requirement on a year for year basis.

**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.

**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.

**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:** 40022

**Salary Range:** E62

**Representation Unit:** Exempt Group

**Last Updated:** 5/20/10