

**City of San Rafael
Job Class Specification**

Job Title: Fire Division Chief

SUMMARY

Responsible for the command of Fire, EMS and hazardous materials incidents requiring multiple fire companies working together to control the incident.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Commands multiple fire companies responding to fire EMS or hazardous materials events.
- Conducts multi-company drills.
- Manages pre-fire planning activities.
- Assists the Fire Chief in the administration of the department.
- Coordinates fire companies, platoons and divisions to successfully meet the organization's objectives.
- Represents the department with other City departments, outside agencies, and private citizens.
- Acts as lead Operations Chief Officer and coordinates inter-shift issues and assignments.
- Supervises fleet program and Fire Mechanic; Acts as representative to City Fleet committee.
- Performs as Acting Fire Chief in the absence of the Fire Chief.

KNOWLEDGE OF:

- Fire fighting tactics and strategy.
- Hazardous materials mitigation.
- Fire prevention and suppression.
- Personnel management & labor relations.
- Departmental standard operating procedures.

ABILITY TO:

- Formulate and administer effective programs in the areas of fire suppression, prevention, paramedics, and disaster preparedness.
- Resolve conflicts in a fair and amicable manner
- Establish and maintain effective working relationships.
- Direct fire fighting officers, professionals and paraprofessionals.
- Develop, implement and maintain programs.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be:

Associates degree in Fire Science or Fire Administration. Additional coursework desired.
State certified programs for Fire Officer and Chief Officer desired. Six years of fire service experience including three years as a line Captain in organization comparable to the City of San Rafael Fire Department.

Valid drivers license

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 regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outside weather conditions and frequently works in indoor conditions and frequently works near video display. The employee occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Prepared by: Nash & Co
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