



City of Casa Grande

Fire Division Chief

GENERAL PURPOSE: Under limited supervision, directs and manages a Fire Department Division's activities and employees; serves as Duty Chief and assures Department's compliance with state and Federal laws and the public safety goals of the City.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as Duty Chief and operational commander by managing, supervising and coordinating Fire Department operations activities; responds to emergencies and provides incident management according to Department guidelines.
- Directs the daily activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; analyzes trends and recommends staffing adjustments and personnel assignments.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve service delivery issues.
- Assures that firefighters are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned.
- Maintains discipline, and assures compliance to Department policies and general orders; investigates and resolves administrative and operational issues; develops systems and standards for program and operations evaluation.
- Supervises and participates in critical incidents, tactical situations and post-emergency investigations; responds to major fire scenes and takes command when appropriate; reviews, corrects and closes fire investigations and reports as required.
- Directs the Department inspection, investigation, training, personnel, plan review, maintenance, procurement, grants, and/or records management programs, in accordance with Department policy and appropriate local, state, and Federal regulations, and standards.
- Conducts periodic inspections of the City and evaluates fire protection considerations.
- Oversees the budget within assigned area; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies.
- Monitors and reviews trends in fire, rescue and emergency services, and recommends operational and policy improvements; coordinates with Federal, state and local emergency services organizations and City departments.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Fire Captains and Firefighters.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Fire Science, Business or Public Administration, and five (5) year's professional firefighting experience, including two (2) year's management experience; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of firefighting and emergency services management principles, practices and methods.
- Knowledge of current trends in strategy and tactics for deployment of personnel and equipment in fire and emergency situations.
- Knowledge of techniques and practices for effective, efficient and cost effective management of allocated resources.
- Knowledge of the duties, powers, authorities and limitations of a Fire Division Chief.
- Knowledge of City, county, state and Federal laws, regulations and ordinances.

- Skill in analyzing emergency services operational issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in assuming command level responsibilities and making appropriate decisions, while assuring compliance with Department goals and objectives.
- Skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other emergency services agencies and the general public.

Special Requirements: Certified as a State of Arizona Firefighter 1&2, HazMat Technician, and Emergency Medical Technician or Paramedic; must maintain a level of physical fitness to meet Fire Department standards; valid Arizona Drivers License.

Physical Demands / Work Environment: Standard office environment, emergency incident sites, and in fire station facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.