

Unclassified

FIRE DIVISION CHIEF

DEFINITION

Under the direction of the Fire Chief, this position is accountable as a team member for performing executive level administrative work. The Division Chief is responsible for the day-to-day management of the Fire Department, including fire departmental emergency and non-emergency operations, paramedic services, disaster preparedness and marine safety. In addition, the Division Chief is responsible for managing projects and complex tasks to achieve results in support of the City's mission, goals, policies and objectives. The Division Chief may serve as acting Fire Chief during the Fire Chief's absence.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS

- In cooperation with the Fire Chief, provides for the safety of all department employees.
- Provides effective leadership to accomplish the administrative objectives of the City Manager, Fire Chief and the policy goals of the City Council.
- Responds to major incidents reported to the Fire Department; assumes the role of Incident Commander; comprehends and initiates the Incident Command System/National Emergency Management System (ICS/SEMS/NEMS).
- Implements appropriate command and control strategies and operational directives to combat and extinguish all fires, manage large-scale medical emergencies, mitigate environmental threats and coordinate response to marine related emergencies.
- Exercises management of and supervision over, all divisions within the Fire Department.
- Coordinates Mutual Aid assistance as may be requested on wildland fire incidents, and performs duties as a Strike Team Leader as may be required.
- Works shift assignment and other hours as assigned, including days, evenings and nights, and overtime including weekends and holidays; must be available for call-back and automatic return to work within a reasonable response time during off-duty hours for major emergencies, disasters, critical incidents and as otherwise required.

- Maintains a working knowledge of the processes, skills and abilities necessary to manage and operate within an Emergency Operations Center (EOC).
- Provides effective leadership, direction, supervision, and training to all employees, while maintaining good order and discipline. Models good conduct for all Department employees. Engages employees through coaching, teambuilding, and mentoring efforts, and through periodic performance evaluation.
- Provides fiscal management through assistance with the preparation and administration of budgets, investigation of new revenue opportunities, containment of costs, and safeguarding of assets. Accurately and completely reports all financial conditions relevant to their areas of responsibility.
- Provides interdepartmental leadership and administration of multiple projects.
- Effectively represents the department and the City to public agencies, businesses, employees, media and the community, and interacts in a manner consistent with the City's Communication Policy
- Achieves positive, timely results for the organization using initiative and resourcefulness.
- Provides effective regulatory oversight and administration of contracts, grants and other projects.
- Delivers outstanding internal and external customer service while solving problems and creating sustainable solutions.
- Applies critical thinking to professional recommendations, decisions and completed staff work.
- Assists the Fire Chief with leadership support that strengthens regional fire service relationships throughout Los Angeles County and the State of California.
- Assists the Fire Chief with the implementation of innovative options to enhance emergency services, code enforcement practices, hazard mitigation and disaster preparedness.
- Assists the Fire Chief in the administration of all City adopted policies, rules and regulations, memoranda of understanding, and maritime law.
- Assists with capital improvement project planning, financing, administration and construction.

- Conducts regular evaluations of personnel, giving frequent and specific feedback about their performance; holds employees accountable for the performance of their jobs; provides encouragement and support, celebrating accomplishments and successes.
- Participates in evaluation of departmental business units, programs, functions, services, contracts and project performance.
- Conducts analytic research as assigned, preparing well-written reports and making effective presentations.
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor.
- Maintains effective relations with City Council, Boards, Commissions, businesses, community groups and stakeholders to accomplish goals and improve communications.
- Supports the City's mission, goals, policies and objectives.
- Supports the City's corporate values of openness and honesty, integrity, ethics, accountability, outstanding customer service, teamwork, excellence, and fiscal and environmental responsibility.
- Performs all other related duties as may be assigned or required.

CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act. The employee is a member of the Unclassified Service.

QUALIFICATIONS

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City by combining the appropriate people, resources, processes and time to successfully achieve results. The position requires the professional ability to analyze, innovate and solve complex municipal problems with initiative and working as a team member in a dynamic environment.

All candidates require:

- Graduation from high school or GED equivalent

Desirable experience:

- Fire prevention/code enforcement programs, fire ground operations, disaster preparedness, emergency medical services and support services
- Experience in a water-based emergency response environment

Internal Candidates (Redondo Beach Fire Department employees):

The position requires upon appointment:

- A minimum of three-year's increasingly responsible experience holding the rank of Fire Captain with the City of Redondo Beach
- Possession of fire officer certification by the California State Fire Marshal at the time of application filing

Within eighteen months of employment in the rank, certification as Chief Officer by the California State Fire Marshal is required.

Lateral Entry/Open Recruitment:

The position requires upon appointment:

- A minimum of four-year's increasingly responsible experience within a municipal fire agency, holding the rank of Fire Captain or higher
- Graduation from an accredited college or university (regional accreditation preferred), with a bachelors' degree in public administration, business administration or a closely related field
- A master's degree is highly desirable
- Possession of fire officer certification by the California State Fire Marshal at the time of application filing

Within eighteen months of employment in the rank, certification as Chief Officer by the California State Fire Marshal is required.

The position requires knowledge and experience in labor relations and negotiations, finance, budgets, contract administration, goal-setting, economic development, technology, legislative affairs, communications and public relations, and human resources.

The position also requires computer literacy with knowledge in the use of Microsoft Office programs, the ability to communicate using email programs, and an understanding of and adherence to City policies for information technology.

Expected competencies for the position include knowledge of the California Firefighter Bill of Rights, Skelly and other disciplinary processes. The successful candidate will have sound decision making skills, strong analytical and critical thinking ability, and innovative problem solving skills. The candidate's skillset should also include excellent interpersonal, customer service and diplomatic skills, and strict ethical conduct.

The position requires meeting the physical employment standards for the position, and being able to perform all duties of the position of Firefighter at all times, with or without reasonable accommodation, while serving in this rank.