

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Division Chief</u>
Sch & Grade	<u>FPS-12</u>
Class Code	<u>AC31</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Fire</u>

**PRIMARY PURPOSE:**

Performs responsible administrative, supervisory, and technical work within a major division of the Fire Department, as assigned.

**SUPERVISION:**

Under the general supervision of the Fire Chief and/or an Assistant Fire Chief; directly supervises assigned Battalion Chiefs, Fire Marshals, Fire Captains, and Training Captains.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Serves as the supervisor of the Division or shift as assigned.
2. Plans, develops, conducts, and evaluates community risk reduction programs to ensure Fire Department meets the needs and risks within the community;
3. Participates in formulating, implementing, and evaluating departmental or City policies and encourages fire personnel toward accomplishment of department goals and mission statement.
4. Prepares and monitors assigned division budget; oversees and assists in purchasing items required to accomplish the department goals.
5. Oversees fire station operations, which includes the maintenance of equipment, grounds, and buildings, as assigned.
6. Responds to, takes command of, and directs the utilization of resources including personnel, equipment, supplies, etc. at major fires and emergencies as appropriate under the Incident Command System.
7. Plans and implements daily and long-range staffing for assigned shift to ensure required staffing needs are met to accomplish multiple activities while still maintaining operational readiness.
8. Coordinates a variety of intercompany and/or interdepartmental activities.
9. Prepares and presents clear, accurate and detailed written reports, including yearly reports for each assigned shift or division.
10. Reads and interprets a variety of information including records, reports, manuals, etc. and utilizes information as necessary to determine such things as schedules and activities.
11. Plans, coordinates, and discusses departmental issues and services with a wide variety of individuals and groups including citizens, other agencies, and City staff members.
12. Operates a variety of vehicle types and drives to different fire stations locations fire scenes, etc.
13. Develops and implements programs to enhance activity levels department-wide for assigned areas of concentration.
14. Directs, coordinates and participates in public education and inspection activities, as assigned.
15. Serves as the Fire Department representative to the media, as required.
16. Provides quality assurance for all investigation and reporting activities, as assigned.
17. Assumes duties as Chief on Call, as required and responds to on-call assignments by arriving at incident scene during an emergency within 30 minutes of notification.
18. Utilizes, creates, and maintains files for computer applications such as Firehouse reporting software; Microsoft Office Suite including Word, Excel, Powerpoint, Access, and Outlook; and Oracle.

**IMPORTANT FUNCTIONS:**

1. Performs office administration tasks such as copying, faxing, etc. as required.
2. Attends conferences, workshops, seminars and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Thorough knowledge of principles, methods, and procedures involving firefighting, emergency medical services, special operations, rescue; fire prevention, training, safety and health, and fire administration; interpersonal skills and communication; and management techniques;

**Abilities**

Effectively plan, organize, supervise, instruct and review work of fire operations and assigned personnel; direct the use and maintenance of equipment, buildings, grounds, and supplies; assume command responsibility as required and handle all serious fires and emergencies; possess a high degree of integrity and strong work ethic with the ability to detect and avoid conflicts of interest; reacts calmly under stress using appropriate and independent judgment; set a proper tone for the functioning of the organization and serve as a role model in behavior, practice and word; display a high degree of integrity and professionalism in action and word; effectively de-escalate tense situations and mediate interpersonal conflict between individuals, makes responsible decisions and recommendations; observe situations analytically and objectively and reports them clearly and accurately; formulate and articulate plans, policies and programs to focus available resources; prepare and present clear, accurate, and detailed written reports; read and interpret a variety of information; understand and apply elementary fire code applications; follow oral and written instructions; communicate effectively both verbally and in writing; ensure homogenous delivery of training, education, and inspection services by all personnel within assigned shift or division; cultivate and demonstrate positive, cooperative relationships with other City departments such as Building Development Services, Health Department, and other code related agencies; deal effectively and courteously with supervisors, co-workers, outside agencies, customers, and the general public; maintains a mentoring relationship with senior chief officers; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires Associate’s degree from an accredited college or university and two years at the rank of Battalion Chief or above including two years demonstrated supervisory experience; or an Associate’s degree from an accredited college or university and four years at the rank of Fire Captain, Fire Training Captain, and/or Fire Marshal or above including two years demonstrated supervisory experience; or a Bachelor’s degree from an accredited college or university and three years at the rank of Fire Captain, Fire Training Captain, and/or Fire Marshal, or above including two years demonstrated supervisory experience.

**Physical Requirements**

Visual defects cannot exceed 20/100 in both eyes and vision must be corrected to 20/30 in both eyes; successful long-term soft contact lens wearers shall not be subject to the uncorrected criterion; must be able to distinguish primary colors; must be able to pass a post offer medical examination including a hearing test.

Frequently/Routinely:

- Walk; climb ladders and stairways; sit for long periods of time; stand for long periods of time; bend, squat, kneel, twist; reach to ground level and overhead; hold and grip objects.

Rarely/Seldom:

- Run; crawl; jump; lift, carry, push or pull weight up to 185 lbs., and work at heights of 100 feet or higher as required by emergency situations.

**Working Environment**

Primarily indoors with heating and cooling regulated; may be exposed to extreme weather conditions, poor visibility, constant and extreme noise, fumes, and smoke when responding to fire scenes; subject to a variety of safety hazards as well as life threatening conditions and situations associated with firefighting, fire investigations, bomb squad activities, and rescue work.

**Licensing/Certification**

Must possess and maintain a valid Missouri Motor Vehicle Operator's License. Must possess and maintain the Fire Officer I, Fire Officer II, and Instructor I certification. Must obtain professional designation through the Center for Public Safety Excellence and ICS 400 within one year of appointment.

**Miscellaneous Requirements**

Subject to emergency call-in. Shift and Division assignment may vary depending on department requirements.

**Last Revision:** August 8, 2017

**GENERAL ORDINANCE NO.** 6268

**Comments:** Updated Supervision, Essential Functions, Physical Requirements, and Licensing/Certification

**Date:** March 21, 2016

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_