

**MONTECITO FIRE PROTECTION
DISTRICT
DIVISION CHIEF / OPERATIONS**

DEFINITION:

Under the general supervision of the Fire Chief, the Division Chief directs the operations of the Fire District and assists the Fire Chief in planning, organizing, and managing the operations of the fire department in conformity with board established policies. May serve as acting Fire Chief in the Fire Chief's absence.

COMPENSATION & BENEFITS:

A salaried, management position covered by Memorandum of Understanding between the District and staff. Terms and conditions of employment are not negotiated by the Firemen's Association. This is an exempt position.

Work schedule: Due to the position's job duties and responsibilities, the employee normally will maintain 8 a.m. to 5 p.m. work hours, 40 hours per week; dispatch will be notified of status when not in office during normal business hours. Responsibilities may from time to time require additional hours of work which are considered to be part of the normal work schedule. May be called upon to respond to emergencies or conduct fire District business outside of normal business hours.

The District will provide a vehicle for use in fulfilling District duties and for use off duty to assure availability for emergency response.

DUTIES & RESPONSIBILITIES:

Duties regularly include, but are not limited to the following:

Plans, directs, and coordinates fire suppression activities and emergency medical services of the District; responds to emergencies as required; advises and assists the Fire Chief in the formulation and administration of operational policy, procedures, and regulations; directs and supervises Battalion Chiefs and supports their programs; coordinates activities between shifts; develops performance standards consistent with currently accepted practices within the fire service; reviews activities of the department to determine performance levels as they relate to departmental goals and objectives; develops all department operational, dispatch and response procedures; evaluates the manpower, apparatus, and equipment needs of the department; assists in the formulation and management of such areas as budget, multi-year capital improvements, and revision of emergency

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operations plans; promotes and maintains cooperative working relationships with the community; participates in all MERRAG activities; develops short term operational plans; maintains current mutual aid agreements with other county fire agencies; involved in community relations; maintains discipline of operational personnel; prepares various reports and records; performs related duties as required.

Responsible for special projects as assigned by the Fire Chief. Participates in preparation of the District's annual budget including analysis and estimates of expenditures, and review and consultation regarding budget requests. May participate in salary and benefit negotiations. Reviews the expenditure progress against the appropriation plan and identifies areas of variance and recommends remedial actions.

Must maintain physical fitness.

QUALIFICATIONS:

Priority given to 10 years in the fire service, with 3 years as a chief officer. Strongly prefer experience as a chief officer in operations. Qualified as a Division/Group Supervisor as defined in the California Incident Command Certification System (CICCS) Qualifications Guide. Recommend attaining qualification in the position of Operation Section Chief as defined in CICCS Qualification Guide. Knowledge of: District law and organization; modern principles, practices, and procedures of fire department administration, organization, and operations, including staffing, training, financing, equipment management and maintenance, communications and records; knowledge of advanced methods and techniques of firefighting, fire prevention and emergency medical and rescue services; knowledge of applicable federal, state and local laws, ordinances, and codes; knowledge of District policies, procedures, rules and regulations; knowledgeable and proficient in project management; knowledge of the capabilities and limitations of a wide variety of firefighting equipment; ability to perform a wide range of administrative functions, analyze administrative problems, draw sound conclusions, and take appropriate action; ability to communicate orally and in writing; ability to establish and maintain effective working relationships with the board, associates, employees, and the public.

Ability to: analyze, interpret, and insure compliance with federal, state, and county regulations and policies; analyze problems and management issues and develop and implement solutions; reason logically and creatively; place emphases on doing things right; provide skilled strategic planning; effectively communicate orally and in writing; interpret, and evaluate data pertaining to administrative, fiscal, and

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management matters; enforce policies and rules of the District; create and maintain procedures manuals. Must be extremely organized.

Must reside within 30 minute travel time of the headquarters fire station to facilitate direction of major emergencies.

Job performance will be reviewed annually.

Possession of an appropriate California Driver's License, and a satisfactory driving record; AED and CPR certifications.

Must meet insurability requirements of District's insurer(s).

If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.

REQUIRED:

Completion of Chief Officer classes

Division/Group Supervisor (CICCS)

RECOMMENDED:

Operations Section Chief (I-430)

TESTING PROCEDURE:

Applicant Resume

Questionnaire

Evaluation of Past Performance

Oral Boards