

## **CITY OF LINCOLN FIRE OPERATIONS CHIEF**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, plans, directs, and assumes responsibility of fire stations and fire operations as assigned. Participates in and directs assigned personnel in emergency response operations and training activities; provides responsible staff assistance to the Police Chief; and other duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Fire Operations Chief** is a management level class responsible for day-to-day administration, direction and supervision of fire operations. This classification is distinguished from the next higher classification of Police Chief in that the latter is responsible for overall management of the department.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Police Chief or his/her designee. May exercise direct and/or indirect supervision over assigned paid and volunteer fire personnel.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Implements the policies and procedures of the Fire Department.
- Supervises fire personnel on a daily basis in: emergency response, equipment testing and maintenance, station maintenance, assists with fire prevention, public education, pre-planning and inspections.
- Responds to fire alarms and other emergencies as required by the Chief, assumes command on sites until the arrival of the Chief.
- Assists in the development, coordination and evaluation of the department-wide training programs, including arranging, scheduling and directing training requirements and conducting and presenting training programs as required.
- Assists in the coordination of related in-service training with other City departments.
- Prepares and submits reports and records as required by the Chief.
- Assures that all stations are kept clean and properly maintained as per department policy.

- Enforces and interprets codes, laws, and City ordinances related to implementation of an effective community fire prevention program and building codes; upgrades local codes and ordinances based on changes in the Uniform Fire Code; meets with the general public, contractors and business owners on the interpretation and application of said codes.
- Assists in the review, interpretation and re-writes, where necessary, of applicable existing and new programs related to fire prevention; disseminates same to other departmental personnel, as necessary.
- Acts as liaison between fire services and other City departments related to site plan reviews, environmental impact reviews and construction plan reviews; attends pre-construction meetings with architects and developers.
- Will be responsible for maintaining accurate records on any and all emergencies when in charge.
- Instructs paid reserve and volunteer fire department personnel in a wide variety of fire prevention and fire/arson investigation techniques, including hazardous materials training.
- Assists in the development and administering of disaster plans as assigned.
- Assists in the promotion of public education safety and developing community ties for the department; speaks at clubs, schools or other community functions.
- Assists in development and maintenance of an adequate system of files, records and reports.
- Assists in the development of the annual budget; monitors expenditures.
- Performs other general administrative staff work, including developing reports with recommendations.
- Assumes command of fire operations and other management duties as directed in the absence of the Police Chief.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

#### **PHYSICAL, MENTAL AND ENVIRONMENT WORKING CONDITIONS:**

Position requires sitting, twisting and reaching for equipment surrounding desk while completing paperwork or forms; use telephone and write or use keyboard to communicate through written means; perform various tasks that require standing, walking, bending, stooping, squatting, kneeling, simple and power grasping, pushing, pulling, and fine manipulation; perform physical activities of a strenuous nature requiring physical fitness including, but not limited to, pulling a charged hose line, picking up victims/debris, and pulling down a wood ceiling with an ax or power saw; see and hear with sufficient acuity to identify hazards when responding to emergency situations or incidents; may lift very heavy weights, especially when responding to emergency situations or incidents. Intermittently

incumbents work indoors, travel when responding to emergency situations or incidents or when assigned to support sworn personnel; may be exposed to dust, noise, smoke, fumes, gases, oil, grease, constant equipment vibration, machinery with moving parts, moving objects and other vehicle s, wet and slippery surfaces; work unusual and prolonged schedules during emergencies, seasonally-caused circumstances in varying climates and high and low temperature conditions. Incumbents are continuously required to know and understand all aspects of the job and department operations, observing and following safety rules, especially when responding to emergency, life/death situations or incidents; know, understand, and interpret department and operational policies, procedures, rules and techniques; identify and analyze potential hazards when responding to emergency situations or incidents, taking appropriate action.

### **QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Fire Operations Chief**. A typical way of obtaining the required qualifications is to have completed the 12<sup>th</sup> grade or have a GED equivalent and possess the equivalent of eight years of firefighting and fire prevention bureau experience, including at least three years in a supervisory or management capacity.

#### **License/Certificate:**

Possession of, the following certifications: State Firefighter 1, EMT IA, Fire Command IA & I B, Fire Instructor IA & I B, Fire Investigation IA, Management 1, Prevention IA & I B, and a Cal B license with a Hazardous Material Endorsement.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Principles and practices of modern municipal fire administration including incident command strategy and tactics, fire prevention , investigation, and suppression management; purchasing fire equipment, knowledge of code enforcement , motivational theory and public labor relations theory and practices; methods and techniques of effective leadership, team building, and project management; methods and principles of vocational instruction as relates to instruction of fire emergency personnel; city streets, public assemblage buildings, location of commercial /industrial occupancies operating under hazardous material licenses in the City of Lincoln ; basic principles and practices of program and budget development , administration and evaluation ; methods and techniques of supervision, training and motivation ; applicable federal, state and local laws, codes and regulations, including uniform fire and building codes; methods and techniques of scheduling work assignments ; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English , spelling and grammar;

occupational hazards and standard safety practices.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of equipment, tools and materials used in fire prevention.

**Ability to:**

Effectively plan, organize, coordinate and evaluate engine company fire suppression and fire prevention activities; represent the interests of the City in the community and at professional meetings as required; gain cooperation through discussion and persuasion; project consequences of proposed actions and implements recommendations in support of goals; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner ; communicate clearly and concisely, both orally and in writing ; establish and maintain effective working relationships.

<b>Salary Range:</b>	Refer to Police/Fire Mid-Management Salary Schedule
<b>FLSA:</b>	Exempt
<b>Employee Group:</b>	Police/Fire Mid-Management