

**CLASS SPECIFICATION**

**FIRE DIVISION CHIEF**

**PAY GRADE: 62**

**CLASS CODE: 30003059**

**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to the Fire Chief. Under general policy direction, plans, organizes, directs, and evaluates the activities and personnel of the Training Division, Emergency Operations Division, or Emergency Medical Services Division in the Portland Fire and Rescue Bureau (PF&R); coordinates and evaluates fire and emergency medical dispatching services provided by the Bureau of Emergency Communications (BOEC). Classification is exempt from Civil Service.

Responsibilities include: assisting the Fire Chief with establishing the strategic direction, mission, and operations of PF&R; planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; directing personnel and operations; and potentially acting as the Fire Chief in their absence. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Fire Division Chief is a senior executive-level classification in PF&R.

Fire Division Chief is distinguished from Fire Marshal in that the former is assigned to the Training Division, Emergency Operations Division, or Emergency Medical Services Division, whereas Fire Marshal is assigned to the Prevention Division.

Fire Division Chief is distinguished from Deputy Fire Chief in that the former provides broad strategic and operational support to the Fire Chief, has a role in policy development and implementation, is responsible for the overall management and operations of the Division, and may act as the Fire Chief in their absence.

Fire Division Chief is distinguished from Fire Chief in that the latter is responsible for leading the entire PF&R bureau, whereas the Fire Division Chief is responsible for a division within PF&R.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

**General Duties:**

1. Work closely with the Fire Chief in setting and executing the vision, mission, and objectives for the Bureau; develop strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
2. Represent the City and Bureau to the public, elected officials, other agencies, other Bureaus/Offices, other jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in meetings and committees; conduct community outreach;

provide staff assistance to City Council; maintain constructive media relations; develop and maintain external relationships; respond to sensitive citizen and media questions, feedback, and requests for information.

3. Assist with preparing strategic and tactical work plans; develop and execute special projects impacting Bureau operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and Bureau plans, budgets, and policies; perform complex, specialized financial, revenue, budgetary, and/or management studies and analyses.
4. Plan, organize, direct, control, and evaluate the work of the Division; direct and evaluate activities and operations of PF&R's emergency medical services, hazardous materials, and disaster preparedness programs; coordinate programs with other Bureaus/Offices and government agencies; evaluate and coordinate fire and emergency medical dispatching services provided by BOEC.
5. Supervise, participate in, and approve the development and administration of the Bureau budget; forecast resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments.
6. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
7. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on Bureau programs within Division; ensure compliance.
8. Assume command of all in-service forces on large alarm fire or other emergency situation.
9. Negotiate for PF&R in the development of labor agreements, intergovernmental agreements, and other contractual relationships.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction established by the Fire Chief.

Directly supervises a minimum of four (4) employees, including a Deputy Fire Chief or equivalent position. Indirectly supervises staff assigned to subordinate Deputy Fire Chiefs, Battalion Chiefs, Captains, and Lieutenants.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of leadership, strategic planning, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the Bureau.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of modern methods, techniques, and theories used in fire suppression, prevention, rescue and emergency medical response, marine rescue, environmental emergency, natural disasters, and other related emergency response services.
4. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Ability to manage functions and operations including personnel management and budget administration; apply program practices to diverse and complex fire services.
6. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.

7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
8. Ability to utilize City-specific technology and general office software.
9. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
10. Ability to manage a diverse staff of technical, professional, uniformed, and non-uniformed fire service personnel.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in fire science, business administration, public administration, or a related field;

AND

**Experience:** Four (4) years of increasingly responsible fire management experience, at the level of Fire Battalion Chief or its equivalent, including three (3) years of leadership experience in a complex and diverse fire service organization.

### **Special Requirements and/or Qualifications:**

A valid state driver's license.

Current State EMT I certification.

Hazardous Material Technician certification.

Additional specific licensure or certification in the relevant field may be required for certain positions.

### **Preferred Qualifications:**

Advanced degree or professional certification in a field related to fire science and fire management for certain positions.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: