



JOB DESCRIPTION

Title: **DIVISION CHIEF**
Department: Fire
Class Code: 3322
FLSA Status: Non-Exempt
Effective Date: January 1, 2021

GENERAL PURPOSE

Performs complex emergency service and administrative work at a senior command level with responsibilities primarily in department training, as well as for a broad range of administrative and technical activities. Work is performed under the broad supervision of the assistant fire chief on a schedule as assigned by the fire chief. Work schedule will normally be a 40-hour week, Monday through Friday, with flexibility allowed for scheduling training sessions on evenings and weekends as necessary.

ESSENTIAL DUTIES

- Under the direction of the Assistant Fire Chief, coordinates the department training program for all Fire and EMS personnel.
- Participates in staff meetings and assists with general staff issues.
- Assesses training needs, formulates training plans, and implements comprehensive in-service training programs for crews on a regular basis.
- Provides new employee orientation for department personnel.
- Attends training related meetings and coordinates multi-department training sessions (Valley Training Alliance, EMS Protocol, EMS PC, RTF, etc.)
- Monitors training budget and assists with identifying the resources required to meet training goals.
- Assists in formulating long and short-range plans and procedures, SOG's and updates as needed.
- Oversees outside training requests.
- Works with UFRA to host certification training and classes.
- Assists with teaching at local fire academies.
- Responsible for the development, review and maintenance of the comprehensive records as related to training.
- Coordinates training on demolition properties.
- May fill in as Public Information Officer, Safety Officer and/or Duty Chief as needed.

- Assists the Medical Training Officer as needed.
- Coordinates the Quality Assurance program.
- Ensures compliance with Fire Department and Murray City rules, regulations, and policies.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Associate degree in fire science or related field, including Fire Officer I and Fire Instructor I certifications, and five (5) years of full-time experience with the department. Must also possess the rank of Captain or above.

Special Requirements

- Must possess a valid Utah Driver License.
- Must possess current EMT, Advanced EMT or Paramedic certification through the State of Utah Department of Health, Bureau of Emergency Medical Services.
- Must complete department's emergency ambulance driving class.
- Must obtain UFRA in-house tester within 6 months of assignment.
- Must obtain State EMS Instructor and Training Officer within 1 year of assignment.

Preferred Qualifications

- EMS Certifications such as ACLS, PALS, BLS, ITLS Instructor.
- Public Information Officer Class.
- Completion of the Managing Officer Program with the National Fire Academy.
- Completion of the Emergency Management Institute's (EMI) Professional Development Series.
- Officer Development Courses with the National Fire Academy and/or FEMA.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the organization, functions, policies, rules, regulations and procedures of the department; thorough knowledge of fire suppression and emergency medical principles, practices, apparatus and equipment; thorough knowledge of fire prevention codes and compliance methods; thorough knowledge of geographic, climatic and structural characteristics of Murray City.
- Ability to plan and direct the preparation of technical and administrative recommendations and reports; ability to develop and present technical reports orally and in writing; ability to prepare and monitor budgets; ability to create effective working relationships with employees, other agencies and the public; ability to schedule and follow through projects until completion.
- Excellent computer skills including extensive working knowledge of computer programs such as Microsoft Word, Microsoft Excel, and ImageTrend.

TOOLS & EQUIPMENT USED

- SCBA, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, personal computer, phone, personal protective gear.

- All equipment listed on State of Utah's required equipment list for EMT's and paramedics, including but not limited to defibrillators medical suction equipment, cardiac monitors, intubation equipment, IV and medication administration equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the physical demands of the job as listed below the employee is encouraged to participate in the department's annual Physical Agility Test (PAT) as described in Murray Fire Department's SOGs. The employee must also be cleared for duty as determined by a physician through required annual or biennial (frequency determined by employee's age) medical screening evaluations and meet Murray City's Health Standards and Requirements for Positions in the Public Safety Service.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to manipulate, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be able to move objects between 20-50 pounds short distances (20 feet or more), perform duties requiring pulling of 40 pounds or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently lift objects weighing 50 to 100 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____