

SEDONA FIRE DISTRICT
JOB DESCRIPTION: DIVISION CHIEF OF COMMUNITY
RISK REDUCTION



JOB SUMMARY

Under general direction, assists with planning, organizing, and directing the activities and functions of the District's Community Risk Reduction Division; promotes public safety through implementation and enforcement of fire and life safety codes and standards; provides public educational activities in fire and life safety; investigates fires and supports law enforcement in prosecuting cases of arson; conducts construction plan reviews for code compliance; provides complex staff support to the Fire Chief and the Executive Management Team; and performs related duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Fire Chief.

SUPERVISION EXERCISED

Supervises the Community Risk Reduction Division, which includes: Deputy Fire Marshal, Fire Inspectors, Administrative Specialist, and other assigned staff.

FLSA: EXEMPT/Career

ESSENTIAL FUNCTIONS

- Serves as a member of the Executive Leadership Team providing strategic and essential support to the office of Fire Chief.
- Recommends and implements the Community Risk Reduction Division goals and objectives; establishes performance standards and methods for the development and implementation of the related programs and activities; develops and implements policies and procedures.
- Plans, develops, and oversees the work of staff involved in the performance of duties related to Community Risk Reduction.
- Evaluates operations and activities of the Community Risk Reduction Division; implements improvements and modifications; prepares various reports on operations and activities.
- Participates in budget preparation and administration for the division; prepares cost estimates for budget recommendations; submits justifications for staff, supplies and equipment; secures grants for Community Risk Reduction programs.
- Participates in the selection, motivation, and evaluation of division personnel; provides or coordinates training; delivers discipline according to policy.
- Develops short- and long-range objectives that are in concert with operational objectives and regulatory requirements.
- Participates in the strategic planning process for the District by assisting with the development of and refining strategies, goals, and action plans for the Community Risk Reduction Division.
- Schedules, supervises, and conducts inspections of existing structures, construction, and remodel sites for compliance with fire codes.
- Makes on-site inspections of residential, commercial, and industrial facilities for compliance with applicable codes and ordinances.

- Reviews building and construction plans for fire code compliance; confers with architects, engineers, and contractors to assure code compliance.
- Oversees the issuance of permits in accordance with the adopted Fire Code; responds to complaints regarding fire and life safety code violations and fire hazards; resolves compliance problems with; and issues warnings and citations for fire and life safety code violations.
- Coordinates with building officials for fire related code review and approval of occupancy permits, liquor licensing, business licenses, and planning and zoning issues.
- Coordinates and interacts with other public officials, various agencies, and professional organizations in related fields.
- Oversees the response and investigation of all fires and all suspicious or undetermined causes of fire and supervises fire investigation team; prepares documentation of fires and presentations for court cases; maintains data and records regarding fire investigation, inspection, and prevention activities.
- Oversees public education in fire prevention, including talks, demonstrations, and presentations before community groups, and other organizations or institutions.
- Prepares media releases, feature articles, public notices, and related materials for media distribution; responds to information requests from media representatives as the District's Public Information Officer.
- Prepares a variety of reports on fire investigation, inspection, and prevention as required; recommends and develops proposed fire prevention policies, procedures, and codes.
- Performs ISO accreditation, annexation, and growth planning duties.
- Participates in the oversight of outside consultants and vendors performing annual inspections, testing and maintenance of the District's facilities and fire protection systems to resolve performance issues and concerns ensuring the best interests of the District are met.
- Provides leadership to develop and retain highly competent, customer-service oriented staff through selection, training and day-to-day management practices which support the District's mission, vision, strategic plan, and values.
- Ensures compliance with laws and ordinances pertaining assigned programs and activities; serves as the liaison on board of appeals.
- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

PERRIPHERAL DUTIES

- Assists in other district administrative activities, as assigned.
- May meet with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of SFD's activities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Fire Science, Public Administration, Business, or related field and five (5) years of experience as fire inspector and/or fire marshal, which includes fire investigation, inspection, and prevention.
- Four (4) years successful supervisory experience (preferably in fire prevention setting).

- Certification for ICC or NFPA Fire Inspector II.
- Certification for ICC or NFPA Fire Plans Review Examiner.
- Completion of Fire Investigation course equivalent to the IAAI or NFA that meets requirements of NFPA 1033.
- Completion of the following courses within the first year of employment:
 - Fire Code – Plan Review or equivalent that meets requirement of NFPA 1031.
 - Public Information Officer Level 1.
 - Public Education equivalent to the AFBEA Level 2 or a similar equivalent in Public Education.
 - Advanced Hazardous Materials course.

PREFERRED QUALIFICATIONS

- Completion of the following courses:
 - Fire Code – Plan Review or equivalent that meets requirement of NFPA 1031.
 - Public Information Officer Level 1.
 - Public Education equivalent to the AFBEA Level 2 or a similar equivalent in Public Education.
 - Advanced Hazardous Materials.

DESIRABLE QUALIFICATIONS

- Master's degree in Fire Science, Public Administration, or a closely related field.
- Completion of the National Fire Academy Executive Fire Officer Program.
- Chief Fire Officer Designation.
- Fire Marshal Certification through a nationally recognized provider.

SFD CORE COMPETENCIES

- Approachability - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- Integrity & Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics & Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Interpersonal Savvy - Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Self-Knowledge - Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+s and -s) performance reviews and career decisions.

DIVISION CHIEF OF COMMUNITY RISK REDUCTION COMPETENCIES

- Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in

products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

- Decision Quality - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- Written Communication - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- Political Savvy - Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach accordingly; views corporate politics as a necessary part of organizational life and works to adjust to that reality; is a maze-bright person.
- Composure - Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- Functional/Technical Skill - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of:

- Modern fire prevention principles, procedures, techniques, and equipment.
- Building, electrical, mechanical and fire codes and NFPA Standards.
- Inspection techniques.
- Principles and practices of effective employee supervision including selection, training, evaluation, and discipline, team building and employee empowerment programs.

Working knowledge of:

- Social and political issues influencing the delivery of services.
- Fire suppression techniques and equipment.
- Firefighting tactics.
- Modern office procedures, methods, and computer equipment.
- Organization and functions of an elected board of directors, the Brown Act and other laws and regulations governing the conduct of public meetings.
- Principles and practices of research analysis and management.
- Principles and practices of budget preparation, implementation, and monitoring.

Skill in:

- Operation of listed tools and equipment.

Ability to:

- Effectively read and interpret codes and standards and apply them in the field.
- Effectively apply standard fire prevention techniques.
- Act effectively in emergency and stressful situations.
- Follow verbal and written instructions.
- Exercise sound independent judgment within general policy guidelines.
- Develop and implement goals, objectives, policies, and procedures, work standards and internal controls in support Community Risk Reduction activities.

- Assist in the development and monitoring of an assigned program budget.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Supervise and direct subordinate professional and support staff: interpret and enforce administrative/operational policies, practices, and procedures.
- Interpret and enforce administrative/operational policies, practices, and procedures.
- Analyze complex administrative and program information and problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Develop alignment between strategic goals and individual performance as it relates to the performance of Community Risk Reduction activities.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel and employee issues, sensitive situations and concerned people and customers, both internal and external.
- Maintain awareness of the District's strategic plan and ensure performance and behavior is consistent with and in support of the District's strategic goals.
- Operate and apply word processing, spreadsheet, and database software.
- Prepare clear, concise, and complete reports, presentations, correspondence, and other related documents.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with District management, consultants, contractors, vendors, employees, media representatives, other agencies, departments and the public.
- Meet Special Requirements, as listed.

SPECIAL REQUIREMENTS

- Arizona State Fire Marshal's Hazardous Materials Incident Command course, or equivalent, within one year of hire.
- Continuing education as needed to maintain CPR certification and update knowledge and skills.
- Must be 18 years of age or older.
- Must possess, or be able to obtain by time of hire, a valid Arizona State driver's license.
- Must be able to read, write, and speak the English language.
- Must meet insurability requirements of District insurance carrier.
- Must meet District physical standards.

PHYSICAL REQUIREMENTS

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. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, 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. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee works primarily in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night. Work is occasionally performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires 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, radiation, risk of electrical shock, and vibration. The employee performs occasionally work requiring the use of ladder and on uneven surfaces. The noise level in the work environment is usually quiet in office settings, moderate during daily work routines, and loud at emergency scenes.

TOOLS AND EQUIPMENT USED


Vehicle, radio, pager, personal computer, calculator, telephone, tape recorder, photo and video equipment, self-contained breathing apparatus (SCBA), detection and monitoring equipment, and fire hydrant testing equipment.

SELECTION GUIDELINES

May include any or all of the following: Formal application, review of education and experience; written examination and assessment center; personal interview; background/driver's license verification and check; hiring list; offer of employment; post offer physical examination including drug screen; psychological evaluation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SFD maintains a drug, alcohol, and tobacco-free environment.

FIRE CHIEF:	<p>DocuSigned by:  78D2641A83194C8...</p>	REPLACES: <u>8/7/2010</u> EFFECTIVE: <u>8/19/2021</u>
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