

Division Chief – Operations

- Overview
- An exempt employee under the general supervision of the Fire Chief.
 - Directs the operations section of the Fire District.
 - Assists the Fire Chief in planning, organizing, and managing the operations of the fire department.
 - The Division Chief may serve as acting Fire Chief in the Fire Chief's absence.
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- Key Responsibilities
- Emergency Response:**
- Plans, directs, and coordinates fire suppression activities and emergency medical services of the District.
 - Responds to emergencies as required and assumes command of complex emergency scenes.
 - Implements the Incident Command System for all responses.
- Operations Management:**
- 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.
 - Evaluates agency staffing, apparatus, and equipment needs of the department.
 - Actively participates in operational area committees and events.
- Training and Development:**
- Develops performance standards consistent with currently accepted practices within the fire service.
 - Participates in and oversees staff personnel training and drills to enhance firefighting and emergency response skills.
 - Reviews and evaluates subordinate employee job performance.
 - Enforces Departmental rules and regulations and recommends disciplinary action when necessary.
 - Maintains physical fitness through a self-directed program.
- Administrative:**
- Prepares various reports and agency presentations.
 - Assists in the preparation and management of the department budget.
 - Prepares various reports and documentation.
 - Participates in and reviews expenditure progress against the appropriation plan schedule.
 - Engages and administers special projects.
 - Reviews and implements the policies, procedures, rules, and regulations of the Montecito Fire Protection District.
 - Maintains a clean professional appearance and complies with Policy 1013 Conduct and Behavior.
- Community Relations:**
- Promotes and maintains cooperative working relationships with the community.
 - Participates in community relations and maintains current mutual aid agreements with other operational area county fire agencies.
 - Presents programs and participates in public relations activities.
 - Represents the District at local and regional events and meetings.
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- Skills and Abilities
- Command personnel during incident operations.
 - Efficiently and collaboratively operates in Unified Command.
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Skills and Abilities (cont.)	<ul style="list-style-type: none"> • Perform competently under extreme pressure. • Make accurate observations and rapid judgments. • Is familiar with the policies, procedures, rules, and regulations of the Montecito Fire Protection District. • Give clear oral instructions and deal effectively with the public and co-workers. • Work cooperatively with others and contribute to a successful team. • Prepare clear and accurate reports. • Is familiar with the policies, procedures, rules, and regulations of the Montecito Fire Protection District.
Minimum Qualifications	<ul style="list-style-type: none"> • Must have 10 years of full-time firefighter experience with at least 3 years of Chief Officer experience. • CA State Chief Officer Certification Eligible. • CA State Heavy Rescue Qualified. • CA-219: Wildland Firefighting – Firing Operations. • AH-330: All-hazard Strike Team Leader. • L-960: All-Hazards Position Specific Division/Group Supervisor. • S-215: Fire Operations in the Urban Interface. • S-270: Basic Air Operations. • S-290: Intermediate Wildland Fire Behavior. • S-300: Intermediate Incident Command System. • Qualified as Strike Team Leader – Engine (STEN); CICCIS eligible. • Hazardous Materials First Responder – Operational. • California EMT certification. • CPR for the Professional Rescuer or equivalent. • AED certification. • Valid California Class B or C driver’s license with Firefighter endorsement. • High School Diploma or equivalent. • Associate of Arts or Science degree in any field. • No felony convictions.
Desired Qualifications	<ul style="list-style-type: none"> • Have 3 years of operational experience with the Montecito Fire Department. • Completed a Montecito Fire Department Battalion Chief Position Task Book. • Qualified as an Urban Search and Rescue Regional Task Force Leader. • Qualified as a Division/Group Supervisor as defined in the California Incident Command Certification System (CICCIS) Qualifications Guide. • Qualified as an Operations Section Chief as defined in the California Incident Command Certification System (CICCIS) Qualifications Guide. • Bachelor of Arts or Science degree in any field. • L-958: Operations Section Chief • S-390: Introduction to Wildland Fire Behavior Calculations.
Other Requirements	<ul style="list-style-type: none"> • Meet insurability requirements of the District’s insurer. • Complete a 12-month probationary period.

Physical
Demands and
Working
Environment

Physical:

- Frequent neck movement, simple grasping, fine finger dexterity, walking, standing, sitting, kneeling, climbing, balancing, squatting, bending, twisting at the waist, and lifting and carrying objects up to 20 lbs.
- Occasional lifting and carrying objects up to 25 lbs., running, and crawling.
- Lifting and carrying objects over 100 lbs. rarely, with or without assistance.

Environmental:

- Exposure to extreme temperatures, noise, hazards of fires, hazardous materials, and biological hazards.
 - Typical work schedule of 40 hours per week, with the potential for additional hours as needed for emergency response.
 - Occasional off-duty recall for emergency and non-emergency situations.
 - Work settings include the fire station and field locations.
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