

CLASS SPECIFICATION

Position: Chief Officer (Operations Chief, Fire Marshal)
Rank: Assistant Chief or Deputy Chief
Divisions: Fire Operations, Fire Prevention
FLSA Status: Exempt
Date: April 2022

General Statement of Duties

Under the direction of the Fire Chief, plans, organizes, supervises, and directs the personnel, operations, and activities of an assigned division; performs related work as required.

Distinguishing Features of Class

Under the direction of the Fire Chief, employees in this class plan, organize, and direct the personnel, operations, and activities of an assigned division. The work is performed under the general guidance of the Fire Chief, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over assigned personnel. Serves as a member of the CVFD management team; serves as a Command Officer during emergency operations as needed.

The nature of the work requires that the employee establish and maintain effective working relationships with the Fire Chief, CVFD Board of Trustees, Belgrade City Manager and Council, elected and appointed officials, representatives of a variety of State, Federal and local agencies, media representatives and the general public. The principal duties are performed in a general office environment; however, there is some exposure to a variety of emergency situations involving exposure to personal danger.

Examples of Essential Work (Illustrative Only)

The following is an illustration of the various types of work that may be performed by employees in this classification. The omission of job functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The list is topical in design and does not reflect the priority of duties.

General Duties:

- Confers with the Fire Chief to plan, organize, develop, and direct the implementation of goals, objectives, policies, procedures, and work standards for all related division functions;
- Under the direction of the Fire Chief, develops, adopts, and enforces policies, standards, and directives to ensure compliance with established federal, state and local codes, rules, laws, and regulations;
- As assigned, confers with the Chief, District Trustees, City officials, the general public and others in regards to any District matters;
- Assists in grant development;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Promotes accomplishment of the District's Mission and Values;
- Provides effective professional liaison between the Fire District, City departments and divisions, outside agencies, the media and the general public;
- Provides administrative assistance to the Fire Chief as required;
- When assigned, assumes the responsibilities and duties of the Fire Chief in his/her absence;
- Assists in the development and revision of a strategic plan;
- Addresses citizen's questions or complaints in a courteous and timely manner and takes the appropriate measures to ensure an expedient resolution or citizen satisfaction, including providing information to the public regarding applicable laws, codes, rules and regulations;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Performs other duties consistent with the role and function of this position.

Supervision and Management:

- Establishes organizational units within the division and designates personnel to operate and supervise each unit accordingly.
- Oversees the personnel functions of assigned division including scheduling, coaching, motivating, evaluating, and participating in the disciplinary process of assigned personnel.
- Evaluates the operational needs for the division, and makes recommendations for employee training and development, equipment and supplies for future procurement.
- Facilitates training and cooperation of all essential providers, including participating in the development, evaluation, and testing of emergency plans for all essential service providers.
- Prepares and administers the annual operating budget for each area of responsibility.
- Oversees the implementation of work programs designed to meet the annual and long-term objectives of the District.
- Works closely with District personnel to promote positive work attitudes and leadership within the CVFD, maximizing teamwork and cooperation by all District employees.
- Assesses and monitors the effectiveness and efficiency of service delivery methods and procedures, including assessing workload, administrative and support systems, and internal relationships and makes recommendations for improvements to the Chief.
- Establishes or adjusts work procedures to meet daily job requirements according to available resources, such as available workforce and related equipment.
- Coordinates work assignments with City departments and other agencies as necessary.
- Provides needed information and demonstrations concerning how to perform certain work tasks to other members of the CVFD.
- As assigned, oversees the acquisition, maintenance, and use of vehicles, equipment and facilities.
- Participates in on-call chief duties as assigned, responds to and assumes command team role at scenes of major or simultaneous incidents.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of inter-district operations and activities.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of federal, state and local laws, rules, codes, ordinances and regulations, as it relates to assigned area of responsibility.
- Comprehensive knowledge of the organizational and management practices of public safety program development and administration.
- Substantial knowledge of the functions and objectives of federal, state, and local agencies

- as applicable to assigned area of responsibility.
- Substantial knowledge of the principles of human resource management.
 - Leadership, supervisory, management and motivational skills essential to effective and efficient development and utilization of human resources.
 - Ability to effectively act as an Incident Commander, or as a member of an incident management team.
 - Ability to efficiently and safely operate vehicle and equipment related to area of assignment.
 - Ability to recommend and implement goals, objectives, and practices for providing effective and efficient public safety services.
 - Ability to stay abreast of new trends and innovations in the field of public safety.
 - Ability to effectively provide public safety services in assigned areas of responsibility.
 - Ability to identify and respond to the issues, concerns and needs of the community and the Fire Chief.
 - Ability to analyze and evaluate new service delivery methods, procedures, and techniques.
 - Ability to efficiently prepare and administer assigned budget.
 - Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing needs and situations.
 - Ability to establish and maintain effective working relationships with the Board of Trustees, the Fire Chief, the members of the Central Valley Fire District, City officials, government agencies, area businesses, civic and community organizations, the media and the general public.
 - Ability to establish short, intermediate and long-term goals, objectives, and plans for the assigned division.
 - Ability to quickly learn the operations, policies and procedures of the Fire District and City.
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
 - Ability to understand and follow oral and/or written policies, procedures and instructions.
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations.
 - Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
 - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
 - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
 - Demonstrates integrity, ingenuity, and inventiveness in the performance of assigned tasks.
 - Ability and willingness to maintain the confidentiality of sensitive information.
 - Consistently performs assignments in accordance with the District's Values of Safety, Efficiency, Reliability, Value, Integrity, Creativity and Excellence.

Minimum Qualifications

- Possession of a Bachelors' Degree (Graduate degree preferred); and
- Considerable (7 years) progressively responsible experience in a related field;
OR
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities to perform the essential duties of the position.

Required Special Qualifications

- Specific positions may require the possession of specific certifications;
- Must be qualified as Incident Commander or Fire Officer II;
- May be required to obtain Executive Fire Officer or equivalent certification;
- Must qualify as Montana Firefighter under Montana Code Annotated 7-33-4107;
- Upon hire, must maintain, during entire course of employment, a current CPR and First Aid card;
- Upon hire, must possess a valid Drivers' license and must possess a valid Montana Class D Drivers' license within sixty days of employment;
- Pre-employment, reasonable suspicion, post-accident and follow-up alcohol and drug testing may be required;
- Must maintain the physical abilities necessary for firefighting and pass an annual physical conducted by the District's physician.

Physical Requirements and Working Conditions

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.

The incumbent will work primarily in an office/fire station setting, with occasional exposure to dirty, unpleasant and dangerous conditions at a fire or emergency scene. Physical effort in non-emergency or non-training environments would normally consist of sitting, walking, running, and standing but becomes extremely strenuous and demanding on the emergency scene. The incumbent in this position must possess the following: ability to safely operate in protective equipment and clothing/suits in extremely hazardous environments and atmospheres; full field of vision with proper acuity, capable of identifying varied colors in the color spectrum in order to identify different symbols and color conditions at the scene of emergencies; auditory capacity which enables the incumbent to hear radio transmissions; ability to speak clearly while operating in stressful and/or hazardous environments; ability to meet the health and physical capability standards commensurate with this position.

Selection Guidelines

Selection Process:

CVFD may include the following or more factors in determining whether an applicant meets the qualifications of the position: review of application materials and minimum requirements, testing, structured interviews, reference checks, work experience, job related current and past performance.

Post Conditional Employment Offer Process:

As appropriate for the positions, offers for employment are conditional upon satisfactory completion of:

- A thorough background check;
- A Credit Check;
- Pre-Employment Drug Testing;
- A physical examination by medical professional appointed by CVFD to determine if the applicant is free from any mental or physical condition that might adversely affect the applicant's performance of the duties of a firefighter; and
- Fingerprinting and a search of the local, state, and national fingerprint files to disclose any criminal record.

Signature

Date