

CITY OF MONROE



Job Description

Job Title: Division Chief-Prevention

Department: Fire

Reports To: Fire Chief

FLSA Status: Exempt

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Rank Indicator: 2X Bugles

Summary Directs and coordinates firefighting activities of the fire department, inspects city buildings and equipment to detect fire hazards and enforce local ordinances and state laws by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Conducts comprehensive, technical inspections of buildings and property to verify that exits, fire protection equipment and systems, building construction, interior finishes and decorations, and occupant load conform with applicable fire and safety laws, regulations, and standards.

Directs inspections of commercial buildings to ensure compliance with fire and safety regulations.

Conducts comprehensive inspections of businesses that handle, process, transport, or store hazardous materials to ensure compliance with applicable fire and safety laws, regulations, and standards.

Explains and interprets provisions of fire codes to building owners, managers, and employers.

Discusses conditions and recommends safe methods of storing flammables or other hazardous materials.

Informs owner or manager of conditions requiring correction, such as faulty wiring.

Observes tests of equipment such as gasoline storage tanks and air compressors, and inspects storage conditions to ensure conformance to fire and safety codes.

Prepares report of violations or unsafe conditions.

Issues correction orders for fire hazards not corrected on subsequent inspection and enforces code when owner refuses to cooperate.

Checks engineering and construction plans of commercial, industrial, and other designated structures to evaluate layout, construction, and inclusion of required fire protection systems and equipment.

Conducts inspections and acceptance tests for fire protection equipment, automatic fire sprinkler systems, fire alarm systems, and similar devices.

Provides technical advice to contractors, architects, engineers, and developers on sprinkler systems, storage systems, hazardous materials, and related fire code issues.

Reviews and approves plans, and conducts inspections of special events such as exhibits, fairs, conventions, concerts, and carnivals.

Keeps file of inspection records and prepares reports of activities.

Determines plan of action of fire companies responding to calls in fire, salvage, and rescue operations.

Enters fire scene during fires to coordinate and supervise firefighting activities of companies on-site, and reports events to superior.

Supervises staff during responses to emergency fire, medical aid, hazardous material, rescue, and other situations unless relieved by a superior officer.

Directs rescue and evacuation activities.

Determines need for additional personnel and apparatus to control and extinguish fires.

Determines when fire is extinguished and fire grounds are secure.

Questions witnesses to determine cause and origin of fire.

Evaluates operations and practices used in fighting fires.

Plans for purchase of new equipment and use of new techniques in rescue, first aid, and firefighting operations.

Directs personnel in use of firefighting equipment.

Inspects fire stations, equipment, personnel, and records of assigned companies to ensure efficiency and enforcement of departmental regulations.

Recommends awards for personnel for superior service.

Supervisory Responsibilities

Directly supervises three to seven employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or GED. One to two years related experience and/or training; or equivalent combination of certification and experience. At least 5 years experience in an organized fire department.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software and Word Processing software such as Firehouse® and ZireZone® MS Word, Excel, PowerPoint

Certificates, Licenses, Registrations

Firefighter II Certification
Fire Inspector I Certification within 12 months of appointment
Driver/Operator – Pumper certification within 12 months of appointment
Driver/Operator-Aerial certification within 24 months of appointment
Fire Officer I certification
Fire Instructor I Preferred
Wisconsin Emergency Medical Responder certification within 12 months of appointment
Valid Wisconsin driver's license
(All certifications may be waived or modified by Chief of Department).

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.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel 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 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate.

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