



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Revised Class Specification and Title Change From Fire Administrative Officer to Fire Division Chief

MEETING DATE: February 1, 1995

SUBMITTED BY: Personnel Director

RECOMMENDED ACTION: To approve the revised class specification and title change from Fire Administrative Officer to Fire Division Chief.

BACKGROUND INFORMATION: The Fire Chief has reviewed the management qualifications and duties of the Fire Administrative Officer. The proposed class specification has been updated to reflect the current qualifications and duties performed by the incumbents.

COST: None

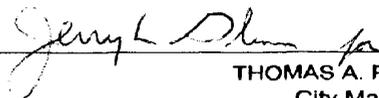


Joanne M. Narloch
Personnel Director

Prepared by: Marlon Robbins, Personnel Analyst II

cc: Fire Chief

APPROVED: _____



THOMAS A. PETERSON
City Manager



recycled paper

RESOLUTION NO. 95-15

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISED CLASS SPECIFICATION AND
TITLE CHANGE FROM ADMINISTRATIVE OFFICER
TO FIRE DIVISION CHIEF

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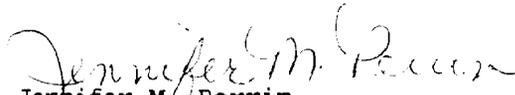
RESOLVED, that the City Council of the City of Lodi does hereby approve the revised class specification and title change from Fire Administrative Officer to Fire Division Chief, as shown on Exhibit A attached hereto.

Dated: February 1, 1995

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I hereby certify that Resolution No. 95-15 was passed and adopted by the Lodi City Council in a regular meeting held February 1, 1995 by the following vote:

- Ayes: Council Members - Pennino, Sieglock, Warner
and Mann (Mayor)
- Noes: Council Members - Davenport
- Absent: Council Members - None


Jennifer M. Perrin
City Clerk



CITY OF LODI

February 1, 1995

FIRE DIVISION CHIEF

DEFINITION:

Under administrative direction, assists in planning, organizing and managing the operations of the Fire Prevention, Fire Suppression or Fire Training Division; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This class has major responsibility for the administration of Fire Prevention, Suppression or the Training Division of the Fire Department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff and directing day-to-day activities. This class is distinguished from Fire Battalion Chief, which supervises a group of companies for an assigned shift, whereas this class has overall division responsibility. Incumbents may serve as acting Fire Chief in the absence of the Chief.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Division Chief of Fire Life Safety:

Develops and directs the implementation of goals, policies and procedures of the division.

Develops and prepares fire codes for final adoption by the City Council.

Checks building plans and plans associated with fire protection systems for their compliance with codes.

Consults with architects, engineers, builders and planners; makes code interpretations as needed.

Investigates fires to determine cause and origin.

Conducts fire prevention inspections.

Prepares fire-related criminal case for prosecution in court.

Supervises fire inspectors; conducts training drills as required.

Directs the selection, supervision, performance evaluations, and discipline of division staff.

Prepares and maintains written reports, statistics, records, and correspondence for fire prevention activities; prepares division budget.

Relieves on-duty Battalion Chief when needed.

EXAMPLES OF DUTIES (Cont'd):

Division Chief of Operations:

Develops and directs the implementation of goals, policies and procedures of the division; responsible for emergency and non-emergency operations of fire suppression, including strategy and tactics, rescue, medical and related emergency response functions.
Develops and implements the division's portion of the department's safety program.
Review fire reports for completeness and accuracy.
Develops monthly activities schedule.
Supervises Battalion Chiefs and relieves on-duty Battalion Chiefs as needed.
Directs the selection, performance evaluation, and discipline of division staff.
Prepares and maintains written reports, statistics, records, and correspondence for fire prevention activities; prepares division budget.
Responds to and assumes command of emergency scene as required.
Prepares apparatus and equipment specifications for bid purposes.
Conducts training drills.
Relieves on-duty Battalion Chief as needed.

Division Chief of Training:

Develops and directs the implementation of goals, policies and procedures of the division.
Responsible for initiating and developing lesson plans; conducts training drills and classes; supervises other staff in the delivering of training programs.
Directs the selection, work evaluation and discipline of division staff.
Prepares and maintains written reports, statistics, records and correspondence for fire prevention activities; prepares division budget.
Responds to and assumes command of emergency scenes as required.
Relieves on-duty Battalion Chief as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

Fire administrative principles and methods including goals and objective setting, program development and implementation, work organization, and supervision.
Principles, techniques, strategy, materials, apparatus and equipment design used in fire suppression, investigation and prevention.
Principles, practices, techniques and equipment used in medical, chemical, and hazardous material, rescue, and a variety of other emergency response.
Principles and practices of budget development and administration.
Principles of training.

MINIMUM QUALIFICATIONS (Cont'd):

Ability to:

Manage and direct a major division of a fire department.

Plan, direct, and coordinate a large number of employees through subordinate supervisors.

Analyze administrative and emergency response and operations problems, developing sound alternatives, and adopting effective courses of action including under emergency circumstances; working as a member of a decision making team and be able to reach consensus of opinion.

Develop and implement goals, objectives, policies, procedures, work standards, and management controls.

Establish and maintain effective working relationships with department personnel, officials, and the public.

Prepare clear and concise records, reports, correspondence, and other written materials.

Exercise sound independent judgment within general policy guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Associate of Arts degree in fire science, business administration, personnel management, or a related field. Upper division college courses in business administration or personnel management are desirable.

Experience:

Five years of experience in firefighting, training, or fire prevention work, including two years of supervisory experience equivalent to a Fire Captain.

LICENSES AND CERTIFICATES:

Possession of the appropriate Commercial Driver's License with endorsements, as mandated by the California Commercial Vehicle Code.

Certification as a State of California Fire Officer.

Possession of a certificate for the completion of coursework under California Penal Code Section 832.

OTHER REQUIREMENTS:

Willingness to participate in the Lodi Fire Department Physical Fitness Program.