



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving Revised Class Specifications for Fire Division Chief and Fire Battalion Chief.

MEETING DATE: Wednesday, April 16, 2003

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: That City Council adopt resolution approving the attached revised class specifications for Fire Division Chief and Fire Battalion Chief.

BACKGROUND INFORMATION: The Fire Department reorganized their management positions during the 2001-2002 fiscal year. At that time three Battalion Chiefs were re-assigned to shift work and one was assigned to training. To accurately reflect the transfer of duties, there was a need to review the job specifications for accuracy. Upon reviewing the job specifications Human Resources staff found the Fire Division Chief had not been updated since 1985 and the Fire Battalion Chief since 1992. Due to the reorganization it is recommended that training duties be deleted from the Fire Division Chief specification and added to the Fire Battalion Chief specification. Human Resources in conjunction with the Fire Chief has made appropriate updates to both specifications reflecting other minor aspects of the reorganization.

For Council Members' convenience we have highlighted new language added to the specifications (Exhibit A & Exhibit B) and lined through language that is being deleted.

FUNDING: None.

Respectfully submitted,

Joanne M. Narloch, Human Resources Director

cc: City Attorney
Michael Pretz, Fire Chief

Prepared By: Amy Flores, Management Analyst Trainee

APPROVED:

H. Dixon Flynn -- City Manager

FIRE DIVISION CHIEFDEFINITION

Under administrative direction, assists in planning, organizing and ~~managing~~ ~~directing through~~ subordinate supervisors, a major division and/or programs of the fire department, ~~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 either~~ the Fire Prevention ~~or~~ Suppression ~~Operations~~ ~~or the Training~~ Division of the Fire Department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff, ~~administering the division budget~~ and directing day-to-day activities. This class is distinguished from Fire Battalion Chief, which supervises a group of companies for an assigned shift ~~or heads a specialized unit such as training~~, whereas this class has overall division responsibility ~~without regard to shifts~~. 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 ~~Fire Prevention (Fire Marshall)~~

- Develops and directs the implementation of goals, policies and procedures ~~and work standards~~ of the division;
- ~~Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division;~~
- ~~Develops and prepares fire codes for final adoption by the City Council;~~
- ~~Coordinates the work of the division with that of other divisions and city divisions and city departments, outside agencies or citizen groups;~~
- ~~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 origins; ~~prepares fire related criminal case for prosecution in court when needed;~~~~
- 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; provides for the training and development of staff; interprets departmental policies and appropriate ordinances and regulations.
- Prepares and maintains written reports, statistics, records, and correspondence for fire prevention activities; prepares division budget.
- ~~Relieves on duty Battalion Chief when needed.~~

Division Chief of Operations:

- Plans, organizes, coordinates, administers and directs the work of a division and multiple programs of the Fire Department with either Operations, which is responsible for emergency and non-emergency operations of fire suppression, including strategy and tactics, rescue, medical and related emergency response functions;
- Develops and directs the implementation of goals, policies and procedures and work standards 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;
- Monitors developments related to division activities, evaluates their impact and implements policy and procedure improvement.
- Review fire reports for completeness and accuracy;
- Supervises the development of ~~Develops~~ monthly activities schedule.
- Prepares and maintains written reports, statistics, records and correspondence.
- Supervises Battalion Chiefs and relieves on duty Battalion Chiefs as needed;
- Prepares or directs the preparation of a variety of studies and reports related to current issues and long-term City needs and develops specific proposals to meet them.
- Directs the selection, supervision, performance evaluation, and discipline of division staff; provides for the training and development of staff; interprets departmental policies and appropriate ordinances and regulations.
- Prepares and maintains written reports, statistics, records, and correspondence; ~~for fire prevention activities; prepares division budget.~~
- Responds to citizen complaints or inquiries by phone or in person.
- Directs the preparation and administration of the division and/or department 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.
- ~~Applicable state and federal laws, codes, ordinances and regulations.~~
- ~~Principles of training.~~

Ability to:

- Manage and direct a major division of a fire department;
- Plan, direct, ~~organize~~ 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 ~~cooperative~~ and effective working relationships with department personnel, officials, and the public ~~with those contacted during course of work;~~
- Prepare clear and concise records, reports, correspondence, and other written materials;
- Exercise sound independent judgment within general policy guidelines;
- ~~Communicate clearly and concisely in both oral and written.~~

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:

- [REDACTED] Associate of Arts degree [REDACTED] 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.

FIRE BATTALION CHIEF

DEFINITION

Under direction, responsible for the supervision of all personnel and operations of a shift ~~or~~ ~~leads a specialized unit such as training~~; responsible for both emergency and non-emergency activities of a number of companies; commands emergency response scenes; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Fire Battalion Chief is responsible for coordinating the daily operations of on-duty fire suppression personnel, apparatus and equipment; responsible for acting as on-scene incident commander of responses to fire, rescue and medical calls.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Battalion Chief (Fire Suppression)

- Assists in the development and implementation of goals, objectives, policies and procedures; interprets policies and procedures and insures their proper application.
- Plans, organizes, assigns and evaluates the work of staff and shift operational activities; makes staff assignments to fire stations.
- Serves as Incident Commander at emergency scenes; supervises response to emergency fire, medical aid, hazardous material, rescue and other situations and directs companies responding to the emergency.
- Briefs superior officers concerning emergency situations, reviews strategy and tactics being employed and turns over command when relieved.
- Supervises Fire Captains and works with them to coordinate the work of a shift.
- Coordinates the repair and maintenance of equipment and fire apparatus; monitors changes in equipment and methods and recommends incorporation into department activities.
- Provides for the selection of staff; evaluates employee performance and counsels employees regarding work performance and procedures; administers discipline, receives and takes action on grievances.
- Maintains records and prepares periodic and special reports; responsible for maintenance of vacation and holiday records.
- Assists the Fire Prevention Bureau and supervises the assignment of personnel to the shift inspector program; assists with development and delivery of the department training program.
- Assumes the duties and responsibilities of the Fire Administrative Officers in their absence.
- Participates in public relations and public education programs.

Battalion Chief - Training

- Develops and directs the implementation of goals, monitors and makes adjustments as needed.
- Responsible for initiating and developing lesson plans, conducts training drills and classes, supervises other staff in the delivering of training programs.
- Prepares and maintains written reports, statistics, records, budget and correspondence relating to fire training activities.
- Directs the selection, work evaluation and discipline of division staff.
- Relieves on duty Fire Suppression Battalion Chief as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Supervisory principles and practices, including work organization and delegation, training and evaluation;
- Principles, techniques, material, equipment and strategy and tactics used in fire suppression, investigation, prevention, and incident command;
- Principles and practices of providing emergency medical response;
- Hazardous material and chemical spill response;
- Applicable state and federal laws, codes, ordinances and regulations;
- Safety practices and precautions pertaining to the work;
- Geographical layout of the City and location of various fire suppression utilities;
- Principles of Training.

Ability to:

- Make appropriate plans and tactical decisions in response situations;
- Plan, assign, direct, review and evaluate the work of others;
- Assess emergency incidents and develop, implement and direct appropriate response strategies;
- Develop and conduct classroom and practical training courses and programs;
- Render emergency medical care at the basic life support level;
- Establish and maintain ~~cooperative~~ effective ~~working~~ relationships with those contacted ~~during~~ encountered in the course of the work;
- Maintain accurate records and prepare clear and concise reports and other written materials;
- Communicate clearly and concisely in both orally and writing.

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.

Experience:

- One year of full-time experience equivalent to 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 an Emergency First Responder.
- Certification as a State of California Fire Officer.

OTHER REQUIREMENTS:

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

RESOLUTION NO. 2003-65

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
THE REVISED CLASS SPECIFICATIONS FOR FIRE
DIVISION CHIEF AND FIRE BATTALION CHIEF

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the revised class specifications for Fire Division Chief and Fire Battalion Chief, as shown on Exhibit A and B attached.

Dated: April 16, 2003

I hereby certify that Resolution No. 2003-65 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 16, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and
Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

CITY OF LODI

April 16, 2003

FIRE DIVISION CHIEF**DEFINITION**

Under administrative direction, assists in planning, organizing and directing, through subordinate supervisors, a major division and/or programs of the fire department; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class has major responsibility for the administration of either the Fire Prevention or Operations Division of the Fire Department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget and directing day-to-day activities. This class is distinguished from Fire Battalion Chief, which supervises a group of companies for an assigned shift or heads a specialized unit such as training, whereas this class has overall division responsibility without regard to shifts. 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 Prevention (Fire Marshall):

- Develops and directs the implementation of goals, policies and procedures and work standards of the division;
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division;
- Coordinates the work of the division with that of other divisions and city divisions and city departments, outside agencies or citizen groups;
- Prepares fire related criminal case for prosecution in court when needed;
- Conducts fire prevention inspections;
- Directs the selection, supervision, performance evaluations, and discipline of division staff; provides for the training and development of staff; interprets departmental policies and appropriate ordinances and regulations;
- Prepares and maintains written reports, statistics, records, and correspondence for fire prevention activities; prepares division budget.

Division Chief of Operations:

- Plans, organizes, coordinates, administers and directs the work of a division and multiple programs of the Fire Department with either Operations, which is responsible for emergency

and non-emergency operations of fire suppression, including strategy and tactics, rescue, medical and related emergency response functions;

- Develops and directs the implementation of goals, policies and procedures and work standards of the division; Develops and implements the division's portion of the department's safety program;
- Monitors developments related to division activities, evaluates their impact and implements policy and procedure improvement;
- Review fire reports for completeness and accuracy;
- Supervises the development of monthly activities schedule.
- Prepares and maintains written reports, statistics, records and correspondence;
- Supervises Battalion Chiefs;
- Prepares or directs the preparation of a variety of studies and reports related to current issues and long-term City needs and develops specific proposals to meet them.
- Directs the selection, supervision, performance evaluation, and discipline of division staff; provides for the training and development of staff; interprets departmental policies and appropriate ordinances and regulations;
- Prepares and maintains written reports, statistics, records, and correspondence;
- Responds to citizen complaints or inquiries by phone or in person;
- Directs the preparation and administration of the division and/or department budget;
- Responds to and assumes command of emergency scene as required;
- Prepares apparatus and equipment specifications for bid purposes;

MINIMUM QUALIFICATIONS:

Knowledge of:

- 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.
- Applicable state and federal laws, codes, ordinances and regulations;

Ability to:

- Manage and direct a major division of a fire department;
- Plan, direct, organize 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 cooperative and effective relationships with those contacted during course of work;
- Prepare clear and concise records, reports, correspondence, and other written materials;
- Exercise sound independent judgment within general policy guidelines;
- Communicate clearly and concisely in both orally and writing.

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:

- Equivalent to an Associate of Arts degree from an accredited college in fire science, business administration, personnel management, or a related field.

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.

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April 16, 2003

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Duties may include but are not limited to the following:

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- Assists in the development and implementation of goals, objectives, policies and procedures; interprets policies and procedures and insures their proper application.
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- Briefs superior officers concerning emergency situations, reviews strategy and tactics being employed and turns over command when relieved.
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- Coordinates the repair and maintenance of equipment and fire apparatus; monitors changes in equipment and methods and recommends incorporation into department activities.
- Provides for the selection of staff; evaluates employee performance and counsels employees regarding work performance and procedures; administers discipline, receives and takes action on grievances.
- Maintains records and prepares periodic and special reports; responsible for maintenance of vacation and holiday records.
- Assists the Fire Prevention Bureau and supervises the assignment of personnel to the shift inspector program; assists with development and delivery of the department training program.
- Assumes the duties and responsibilities of the Fire Administrative Officers in their absence.
- Participates in public relations and public education programs.

Battalion 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;
- Prepares and maintains written reports, statistics, records, budget and correspondence for the fire training activities;
- Directs the selection, work evaluation and discipline of division staff;
- Relieves on duty Fire Suppression Battalion Chief as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Supervisory principles and practices, including work organization and delegation, training and evaluation;
- Principles, techniques, material, equipment and strategy and tactics used in fire suppression, investigation, prevention, and incident command;
- Principles and practices of providing emergency medical response;
- Hazardous material and chemical spill response;
- Applicable state and federal laws, codes, ordinances and regulations;
- Safety practices and precautions pertaining to the work;
- Geographical layout of the City and location of various fire suppression utilities;
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Ability to:

- Make appropriate plans and tactical decisions in response situations;
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- Assess emergency incidents and develop, implement and direct appropriate response strategies;
- Develop and conduct classroom and practical training courses and programs;
- Render emergency medical care at the basic life support level;
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