

# Northern Lakes Fire Protection District

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

**Class Title:** Division Chief

**Class Category:** Exempt/Full Time

**Date Created:** 10/15/2007

**Date Revised:** 10/13/2009

### General Statement of Duties

The principal function of an employee in this class is to plan, organize, coordinate and monitor emergency medical services for the Fire District, including tracking required certifications of department employees and updates/inspections of equipment, coordinating departmental operations with state and local requirements and programs, monitoring budget expenditures, and evaluating training activities. Requires frequent outside contact with authorities from the County-wide system and medical community requiring a high degree of tact, judgment and technical competence. Duties are performed in an office environment and a hospital environment with more than a normal amount of mental concentration. Responds to fires and vehicle accidents where employee is subject to potential personal danger. Works under the direct supervision of the Deputy Chief. Any other assigned duties.

### Distinguishing Features of the Class

1. Provides support to the Fire Chief and Deputy Fire Chief with responsibilities for the development, implementation, coordination, evaluation, management, and supervision of the Northern Lakes Fire Protection District ("District") EMS programs.
2. Provides management, supervision and evaluation of EMS operations, personnel, and training to assure quality and coordination with all other District operations and with the Kootenai County Emergency Medical Services System ("KCEMSS") which includes thirteen (13) agencies and hereafter referred to as KCEMSS, and the medical community.
3. Serves as Supply Officer responsible for inventory control, maintenance, purchasing, and distribution of EMS supplies including narcotics and other drugs.
4. Serves as Medical Liaison with the KCEMSS Program Director.
5. Administers the EMS program in coordination with KCEMSS and the medical community. Serves as EMS Division Chief within the Fire District.
6. Frequent contact and coordination required with the medical community, KCEMSS' Joint Powers Board of Directors, and Fire Chief.
7. Responds to incidents as required for quality assurance review or to provide aid to the incident commander.
8. Performs the duties of a Firefighter/Paramedic.
9. Performs research, input, and oversees bid specifications, new products and equipment, and apparatus.

### Examples of Essential Work (Illustrative Only)

1. Acts as Duty Chief ;
2. Participates with the Fire Chief and Deputy Fire Chief in planning, developing and directing the implementation of goals, objectives and policies for the EMS division on a daily basis;
3. Implements, oversees, and updates the District's Infectious Control Plan;
4. Manages the EMS Operations;
5. Monitors State and National Certifications including CPR, BLS, ILS and ALS certifications;
6. Coordinates and/or instructs EMS, CPR and ALS educational classes for the District, KCEMSS, and the medical community;
7. Represents the Fire District on Joint Training Board and county Medical Protocols;
8. Acts as liaison between Fire Chief and Local and State EMS representatives and the medical community by serving on committees and advisory boards;
9. Prepares a variety of reports and reviews for quality assurance including review of calls and paramedic actions with the Medical Program Director;
10. Coordinates and instructs public education classes;
11. Assists Fire Chief to establish District protocols;
12. Performs application renewal and updates, vehicle inspections on all EMS and Fire Apparatus and service level staffing for continued Idaho State EMS licensing;
13. Evaluates new EMT-Basics, EMT-Intermediates and EMT-Paramedics in the pre-hospital setting;
14. Prepares and administers the District's EMS budget and is responsible for the development and achievement of the EMS Division goals and objectives;
15. Develops and updates policy and establishes procedure for implementation for the District's EMS program and KCEMSS, including development and enforcement of the District's Drug Procedure Policy, and KCEMSS Controlled Substance Policy.

## Required Knowledge, Skills and Abilities

1. Comprehensive knowledge of Federal, State and District policies and procedures related to emergency response;
2. Comprehensive knowledge of the National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA) standards and guidelines relating to fire service;
3. Comprehensive knowledge of the District's Policies, Procedures and Guidelines and Union Contract;
4. Comprehensive knowledge of the principles and practices to develop, review and approve both long-range and short-range operational plans for the Fire District;
5. Comprehensive knowledge of the principles and practices of district administration and fire science including fire prevention, inspection and investigation services and programs, and modern fire suppression techniques and delivery methods;
6. Comprehensive knowledge of effective management principles including supervision and budgeting;
7. Comprehensive knowledge of the principles, practices, procedures, equipment and apparatus used in firefighting, rescue, and various other emergency responses;
8. Ability to facilitate goal setting and program development, implementation and evaluation;
9. Ability to manage employees through subordinate supervision;
10. Ability to train, lead, motivate, supervise and evaluate the work of fire suppression personnel;
11. Ability to effectively conduct conflict resolution, interest based bargaining, budgeting, forecasting, grievance management, team building and strategic planning in both emergency and non-emergency situations;
12. Ability to perform a wide range of difficult supervisory and technical tasks with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations;
13. Ability to communicate effectively with others, both orally and in writing;
14. Ability to understand and follow oral and or written policies, procedures and instructions;
15. Ability to prepare and present accurate and reliable reports containing findings and recommendations;
16. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
17. Ability to use integrity, ingenuity and inventiveness in the performance of assigned tasks.

## Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to operate a vehicle, inspect a variety of administrative, management, fire prevention, fire suppression, and related operations and review a wide variety of materials in electronic or hardcopy form;
3. Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone and other related office equipment and use firefighting equipment in emergency situations;
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to easily access a variety of District-wide and other locations and efficiently and effectively carry out all physical duties involved in responding to major fire alarms and other emergencies as scheduled Duty Chief, and as necessary, to direct fire suppression or investigation activities, assess operations for appropriateness, and provide technical advice and consultation to the incident commander as needed.

## Preferred Experience and Training

1. Minimum 6 years fire service experience, and at least 4 years supervisory or command experience;
2. Two (2) or more years of college-level courses with concentration in Fire Service or Public Administration or Combination of college-level courses and National Fire Academy courses and considerable experience as a Fire Lieutenant or above, or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work;
3. Minimum five (5) years Paramedic experience;
4. Firefighter II
5. Fire Officer I
6. Hazardous Material Operational Level
7. Valid State of Idaho Driver's License within 30 days of hire.