

BERTHOUD FIRE PROTECTION DISTRICT

JOB DESCRIPTION

JOB TITLE: Division of Operations Chief

JOB STATUS: Full Time / FLSA Exempt

EFFECTIVE DATE: May 1, 2024

The following position description is established by the Board of Directors of the Berthoud Fire Protection District (District) to outline the basic duties and responsibilities of the above captioned position. This position is a career position and is exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act.

POSITION SUMMARY

The Division of Operations Chief manages and delivers the highest level of fire protection services available to the community.

The position is responsible for providing leadership, coordination, and direction to the operations division of Berthoud Fire Protection District. The role requires extensive experience in management, leadership, incident command, and fire prevention strategy and tactics in addition to building construction, hazardous materials, and firefighter health and safety.

The Division of Operations Chief assists with planning, organizing, and directing the activities and functions of the District's Operations; coordinates the District's incident response to ensure consistency among all shifts; responds to major events and emergencies and adopts an appropriate role in the ICS based on the incident type and complexity; is instrumental in developing, leading, and engaging with all levels to ensure operational effectiveness; is subject to responding to emergencies while on and off duty; works closely with the District's Chief of Staff and Division Chief of Training & Support to ensure organizational effectiveness in the absence of the Fire Chief; and performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS

Oversee and supervise the daily operations of the District; recommends and administers policies and procedures; participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs

Assists with long-range planning and budget preparation; forecasts additional funds needed for staffing, equipment, materials, and supplies; administers assigned and approved budget(s)

Assists in the development and implementation of short-and long-term strategic plans in support of the Districts goals and objectives

In collaboration with the Fire Chief, Chief of Staff, and Division Chief of Training & Support, assures conformity with the following plans:

- BNSF Emergency Response Plan
- Continuity of Operations Plan
- Community Wildfire Protection Plan
- Emergency Response Plan
- Flood Response Plan
- Hazard Mitigation Plan

Supervises operational personnel to include timely performance evaluations; recommends, implements, and documents approved corrective action; provides staff development; and maintains high standards necessary for efficient, professional operations

Serves as the direct supervisor of the District's Battalion Chiefs, and oversees the Battalion Chiefs in determining and scheduling assignments to ensure minimum staffing levels.

Represents the District to outside groups and organizations; participates in outside community and professional forums; presents to the Board of Directors, other government or fire agencies, and the community, and acts on behalf of the District as assigned by the Fire Chief.

Models appropriate professional conduct, maintains appropriate confidentiality of sensitive information, complies with and supports District policies and procedures, labor laws, and MOU/IGA provisions.

Works closely with the Fire Chief, Chief of Staff, and Division Chief of Training & Support to assure the District is meeting the pre-established base line ISO standards.

Responds to major alarms; assumes the role of 'Senior Advisor' to the Incident Commander. There may be instances where the Operations Chief may assume command.

Maintains professional education and interaction to keep abreast of changes in requirements which affect the division or the District.

Collaborates and maintains effective communication with the Fire Chief, Chief of Staff, Division Chief of Training & Support, and all divisions within the District.

Evaluates levels of staffing for proper response, station locations and coverage policies

Collaborates with the Division Chief of Training & Support on the scheduling and documentation of required ladder, hose, and hydrant testing and annual pre-plans to assure completion per ISO requirements.

Oversees special operation programs

Oversees and coordinates the Reserve Firefighter program

Ensures necessary safety procedures are in place and followed by division personnel

Collaborates with the Division Chief of Training & Support on District facility maintenance; participates in design and planning of new District facilities.

Assures all equipment, safety clothing, and supplies are specified, purchased, received, inventoried, and distributed in an effective manner, consistent with District policies, State/Federal laws, and related recognized industry standards.

Collaborates with the Chief of Staff and Division Chief of Training & Support in the development of job descriptions, personnel needs, and recruitment and selection activities, makes recommendations for appointment of new staff or shift staffing changes

Participates and collaborates with the District's Chief of Staff and Division Chief of Training & Support in District policy review and development; interprets policy and establishes methods and procedures.

Oversees multiple software programs utilized by the District for operational purposes

Other job duties as assigned

SUPERVISORY DUTIES

Responsible for the supervision of all assigned personnel

EDUCATION AND EXPERIENCE

Associate's Degree with major coursework in Fire Science, Fire Administration, Public Administration or related field from an accredited university; equivalent combinations of education and experience may substitute on a year-for-year basis.

Minimum ten (10) years of increasingly responsible fire service experience including two (2) years of current and continuous service at a level comparable to that of a Battalion Chief or above.

CERTIFICATIONS/LICENSES

1st Responder/CPR – Basic Life Support (BLS)

State of Colorado, IFSAC, or Equivalency -Hazardous Materials Operations

State of Colorado, IFSAC, or Equivalency - Fire Officer II

State of Colorado, IFSAC, or Equivalency – Fire Instructor I

State of Colorado, IFSAC, or Equivalency - Fire Officer III within twenty-four (24) months of hire (Fire Officer III requires Fire Instructor II)

NIMS ICS 100/200/300/400/700

NWCG S-215 Fire Operations in the Wildland Urban Interface and NWCG S-290 Intermediate Wildland Fire Behavior within twelve (12) months of hire

Hazardous Zone Management Blue Card online course completion as a condition of employment, Blue Card Incident Command Certification attained within twelve (12) months of date of hire

Possess a valid driver's license with a safe driving record

DESIREABLE QUALIFICATIONS

State of Colorado, IFSAC, or Equivalency Fire Instructor II

State of Colorado, IFSAC, or Equivalency Incident Safety Officer

Bachelor's Degree with major coursework in Fire Science, Fire Administration, Public Administration or related field from an accredited university; equivalent combinations of education and experience may substitute on a year-for-year basis.

Understanding of Insurance Services Office (ISO)

Knowledge and understanding of Special Districts, specifically Fire Districts

Understanding and knowledge in effective management, leadership and communication

An approximate 30-minute drive distance (following State and local traffic laws) from district boundaries.

JOB QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

Knowledge of:

- Operations, services, and activities of an emergency service operation including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services and operations.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Principles of the Incident Command System and the development and utilization of the Incident Action Plan.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.

- Principles of supervision, adult instructional methodology and performance evaluation.
- Pertinent federal, State, and local laws, codes, and regulations.
- Advanced level of management skills in decision making, problem solving and methodology.
- Local concerns and political issues.
- Methods and techniques of public relations.
- Principles and practices of disaster preparedness, response, and recovery. Principles of combustion and fire cause, origin, and determining fire circumstances
- The principles of building construction, fire protection/detection systems, pre-fire planning, applicable Fire Code's and company inspection practices.
- Emergency management discipline and its logistical functions.
- Application of appropriate safety practices to include but not limited to 2 in / 2 out, firefighter accountability, rapid intervention teams, infectious diseases, general firefighter, facility safety, and current safety practices as they relate to equipment, equipment operation and procedures involved in the fire service.
- Record keeping and basic report preparation principles and practices.
- Principles of professional business letter writing and report preparation.
- Public safety and general office computer systems; be proficient in the use of PC's and laptop computers and programs to include, but not limited to MS Outlook, Word, Excel, etc.

Ability to:

- Oversee and participate in the management of operations, programs, and services including fire suppression, emergency medical services, rescue, and operations.
- Oversee, direct, and coordinate the work of subordinate level staff.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, State, and local laws and regulations, and policies.
- Participate in the development and administration of District goals, objectives, guidelines and procedures.
- Prepare and administer program budgets(s).
- Collect, analyze, and evaluate data.
- Prepare clear and concise technical, operations, administrative, financial reports and fire prevention strategies.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Retain presence of mind and act quickly and calmly in emergency situations.
- Analyze emergency situations and develop appropriate courses of action.
- Observe and follow safe firefighting and work practices.

- Operate modern office equipment and computers including applicable software applications; learn to effectively use a variety of computer related equipment.
- Respond to requests and inquiries from the general public.
- Prepare and present public information and educational programs.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Communicate clearly and concisely, both orally and in writing.
- Work closely with the Fire Chief, Division Chief of Training & Support, and all District Divisions to maintain a positive flow of information and planning.

WORKING ENVIRONMENT

The Division of Operations Chief typically works a 40-hour work week, though may often require considerable additional work hours including evenings, weekends, and or holidays for incident response, meeting attendance, training and performance of other duties beyond the standard 40-hour work week; subject to mandatory call back at any time. May be required to work 24-hour shifts to ensure adequate coverage of the incident command system.

Work is performed in a standard office with frequent travel in a vehicle to various locations to attend meetings and/or perform activities in responding to emergency scenes, disasters, or critical incidents; frequent computer use with constant sitting, standing, and walking; potential exposure to adverse conditions such as those inherent in emergency firefighting situations to include but not limited to inclement weather; proximity to moving, mechanical parts; exposure to electrical shock; working in high, exposed places; exposures to radiant energy; exposure to caustic chemicals; exposures to bloodborne pathogens; exposure to infectious diseases; exposure to dust, fumes, gases or airborne particles; and working in roadways or construction zones.

Requires consistent follow through with duties/assignments and work harmoniously with subordinates and superiors; regularly required to use written and oral communication skills, read and interpret data and information, analyze and solve problems, observe and interpret people and situations, learn and apply new information; perform highly detailed work on multiple, concurrent task; meet intensive deadlines; work with constant interruptions; interact with District staff, taxpayers, vendors, and the public; some of whom may be dissatisfied and upset.

Must report to work on a regular, consistent basis and maintain an acceptable attendance record.

PHYSICAL REQUIREMENTS

Based on the nature of the position, the Division of Operations Chief will work in both a standard office setting and may be required to work in hazardous environmental conditions. The Division of Operations Chief must meet the following physical requirements:

- Ability to wear and operate protective equipment
- Ability to drive and get into and out of vehicles repeatedly
- Ability to sit, stand, walk, stoop, bend, climb, twist, crawl or kneel to perform duties; possibly for long periods of time throughout the day, or on uneven terrain
- Visual acuity – near and far with or without correction
- Hearing sufficient, with or without correction, to distinguish various sounds, such as alarms, voices of co-workers, and waning horns or siren in both quiet and noisy environments

This position description has been written to provide an accurate reflection of the current position and to include the general nature of the work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employee assigned to this position. The District reserves the right to revise the position or require other or different tasks to be performed when circumstances warrant.