

South Jordan City

Job Description

Title:	Administrative Division Chief	Effective Date:	4/3/2025
Org:	100620	FLSA:	Non-Exempt
Pay Grade:	27	Workers Comp:	Fire

GENERAL PURPOSE

Under broad policy guidance and direction, the Administrative Division Chief manages the activities and operations of one or more sections or bureaus within the Fire Department; within assigned areas, ensure compliance with local, state and federal guidelines; plans, organizes and directs multi-company operations at emergency incidents and planned events; and provides general and complex staff assistance to the Fire Chief.

SUPERVISOR

Deputy Fire Chief

POSITION(S) SUPERVISED

Fire Training Captain

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Develop, implement and evaluate training programs and skills for firefighters, paramedics and EMT's.

Oversee the development and implementation of Special Operations Programs including: Hazardous Materials, Heavy Rescue, Wildland Firefighting, Fire and Ladder Truck Operations.

Assist with the selection of personnel; mentor, direct, supervise and evaluate assigned personnel; counsel, commend or discipline personnel as appropriate.

Manage the organization, staffing, and operational activities of assigned bureaus and programs; and participate in the development and implementation of the strategic plan for assigned areas.

Resolve difficult inquiries and complaints; investigate complaints and implement or recommend corrective action as appropriate.

Supervise fire department staff in the areas of training and logistics, to include coordination with appropriate stakeholders to evaluate service delivery and position-related programs and all fire and special operations-related certifications with the Utah Fire and Rescue Academy.

Respond to fire and special operations calls to evaluate delivery of services and quality assurance.

Manage the department training program and record keeping, including conducting training sessions; write lesson plans for continuing education, complete detailed reports and maintain training records for personnel, and prepare monthly reports, which detail training hours.

Responsible for completion of detailed quality assurance reports on incidents as required and oversee electronic NFIRS Reporting program, Image Trend.

Procure training and equipment in support of Special Operations.

Oversee budget for Fire Training. Assist in the development and administration of the assigned budget; forecast additional funds needed; and assist in the monitoring and approval of expenditures.

If ability to effectively perform job duties is impaired, incumbent shall inform supervisor.

Responds from off duty, as needed.

Must pass annual fire department physical examination with department-contracted physician.

Must attend annual mental wellness check-in.

Participate in training exercises and public education programs.

Create and implement innovative services for assigned areas; monitor and evaluate the effectiveness of services; identify opportunities for improvement; and manage the implementation of changes.

Coordinate assigned services and activities with those in other departments, divisions, and outside agencies and organizations; represent the Department at public functions.

Respond to emergency incidents and planned events; assume the duties and responsibilities of the Incident Commander, Command Staff, and/or ICS General Staff as appropriate.

Provide staff assistance to the Fire Chief; prepare and present reports and other necessary correspondence.

Represent the fire department and the City and exercise decision-making authority at meetings

May temporarily assume the duties and responsibilities of the Deputy Fire Chief or Fire Chief

Some job duties may be performed from a remote location.

Perform other duties as assigned.

Health & Fitness: Must satisfy the medical requirements of National Fire Protection Association (NFPA) Standard 1582 and at all times maintain a fitness level that meets or exceeds the minimum standard of the department physical ability test and the Wildland Firefighter Fitness Test.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree* from a regionally accredited college or university with major course work in fire science, emergency management, business management or other related field.

AND

B. Seven (7) years of full-time broad municipal fire service work to include a minimum of two years of supervisory experience at the Fire Captain level.

2. Special Requirements:

Valid Utah Class D Driver License

Utah Advanced EMT or Paramedic

Firefighter II and Hazardous Materials Operations Certification

Advanced Cardiac Life Support and Pediatric Advanced Life Support Certification
 Healthcare Provider CPR Certification
 Fire Instructor I
 Fire Officer I Certification
 Fire Inspector I or Company Officer Inspector within one year of hire
 Successful completion of ICS 100, 200, 700 & 800. Completion of ICS 300 & 400 within one year of hire.
 Must have Technician level certification in at least one Special Operations area, such as Hazardous Materials Technician or certification in at least two Heavy Rescue disciplines (e.g. Rope Rescue Technician, Confined Space Technician, Trench Rescue, FEMA Structural Collapse Technician, etc.).

3. Knowledge, Skills and Abilities:

Knowledge of modern principles and practices associated with fire, EMS and other related services; applicable laws, rules, regulations, standards and/or policies and procedures; principles, theories, and practices of personnel management, program management, communications, planning, budget development and management, adult learning, public relations and performance management; statistical sampling, modeling and analysis techniques; research methods and techniques; and computers and related software.

Ability to operate a personal computer, Microsoft products; and all department specific computer programs, including training, fire reporting, and PCR record management programs.

Ability to effectively and efficiently manage multiple sections or bureaus of a municipal Fire Department; read, interpret and apply laws, rules, regulations, policies and/or procedures; evaluate information against a set of standards; manage and coordinate the work of subordinate personnel, groups and/or organizations; use effective methods and techniques to deal with and resolve complex issues; remain sensitive to the community's needs; establish and maintain effective working relationships with staff, city officials, community organizations and the general public; communicate effectively, orally and in writing; participate in and/or command difficult emergency operations; handle media inquiries from both print and broadcast; maintain regular consistent attendance; safely operate a motor vehicle; and exercise independent judgment and initiative.

4. Working Conditions:

Light physical effort generally in an office setting with comfortable working conditions. Such conditions include handling light weights, sitting, standing and walking in a normal office environment. Moderate to considerable physical effort may be required in training and emergency response situations. Considerable exposure to stressful situations. Response to emergencies may involve exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Subject to emergency call back 24 hours per day, 365 days per year. Some travel required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Admin BC	EEO-4 Class:	Official/Adm
Location:	Fire	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1545