



## Job Description

---

<b>TITLE:</b> Division Chief Safety and Support Services	<b>JOB CODE:</b> 3771
<b>DEPARTMENT:</b> Fire Department	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> May 2008	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

---

**Summary:** Under general supervision, analyzes, coordinates, implements, and maintains the San Juan County Fire Department's safety equipment, including, but not limited to structural PPE, SCBA's, ladders, extrication equipment, gas detectors and mask fit test machines. Provides input and recommendations on all aspects of the fire department related to safety. On a rotating basis serves as Duty Officer with the responsibility of responding to major incidents, for the purpose of managing, directing, or providing logistical support to incidents as needed.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develop, oversee and coordinate fire department safety programs in accordance with NFPA 1500
- Manage annual inspections and testing of structural PPE, SCBAs, ladders, extrication equipment gas detectors and mask fit test machines
- Coordinate repairs, maintenance and ordering of structural PPE, SCBAs, ladders, extrication equipment and gas detectors.
- Maintain records associated with annual inspections and repairs of structural PPE, SCBAs, ladders, extrication equipment, gas detectors and mast fit testing.
- Lead technical rescue teams, training and oversee technical rescue equipment.
- Assist with fire apparatus design and specifications, especially related to health and safety
- Plan and coordinate safety activities.
- Participate in accident and injury incident investigations.
- Enhance the personal and organizational accountability for health and safety in the fire department
- Recommend available technology that can produce higher levels of health and safety.
- Assist with the development and revisions to policies regarding safety and health issues.
- Advocate for cultural change concerning health, safety and risk management in the fire department.
- Assist with training.
- Respond to emergency calls as necessary.
- Serve as liaison officer for fire districts as assigned by the Fire Chief or designee.
- Completes administrative requirements and ensures compliance with all state, local and federal laws, rules and regulations.
- Ensures compliance with agency policy and procedures as they apply to fire protection and prevention, fire training and fire-fighting operations.
- Ensures compliance with agency policy and procedures as they apply to technical rescue.
- Assists with fire inspections as necessary.
- Maintains the KNOX Key Lock systems in applicable fire apparatus.
- Maintains NFIRS Data Reporting to the National Database, State Fire Marshal's Office, and NM EMS Bureau.
- Manages and maintains the Fire Department fixed property and bulk inventory system.
- Responds to all risk emergency calls and when necessary assumes command or functions in a

## **Job Description**

### **Division Chief Safety and Support Services**

leadership role.

- Reviews district reports for completion and validation.
- May serve as Acting Fire Chief in the absence of the Fire Chief and Deputy Fire Chief.
- Orders miscellaneous fire equipment for Fire Districts.
- Assists in preparing fire districts for Insurance Service Office (ISO) audits.
- Assists with developing Standard Operating Procedures
- Conducts fire and life safety inspections as needed.
- Performs other related duties as assigned.

### **Required Knowledge and Skills:**

- Knowledge of NFPA codes related to fire department safety.
- Knowledge of the principles and practices of emergency response procedures and treatment methods; fire and rescue apparatus, fire suppression, fire prevention, and equipment.
- Knowledge of citizen volunteer fire program and emergency medical services.
- Knowledge of all local, state, and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety, fire protection, and arson investigations.
- Knowledge of County and SJCFD policies and procedures.
- Knowledge of governmental budgeting, planning, and process.
- Ability to think and act quickly and to act independently under stressful emergency conditions.
- Ability to work closely with a diverse volunteer population.
- Skill in identifying training needs, developing curriculum, and conducting training programs.
- Skill in effectively managing, prioritizing, leading, and delegating tasks and authority.
- Skill in communicating tactfully and effectively, both orally and in writing.
- Skill in reading, interpreting, and applying standards as published in manuals, including policies and procedures.
- Skill in effectively presenting information to volunteer staff, management, public and employees.
- Skill in the use of a personal computer, Fire/EMS and standard business software.
- Skill in working independently or as a team member.
- Skill in establishing and maintaining effective working relationships with elected officials, volunteer firefighters, fire administration, field staff, County staff, and the general public.

### **Education and Experience**

- Associates Degree in Fire Science or related field and five (5) years of relevant work experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Four (4) years of recent experience as an active member of a fire department involved in both fire suppression and emergency medical service.
- Must be New Mexico Licensed First Responder or higher.
- Must be qualified IFSAC Firefighter I and II, EMS First Responder or above, and IFSAC Fire Instructor I, or equivalent, or obtain within first twelve (12) months of employment.
- Must have ICS 300, ICS 400, and NIMS 700-800.
- Valid State of New Mexico Driver's License (Class E or higher), or able to obtain within six (6) months of employment.

### **Environmental Factors and Conditions/Physical Requirements:**

**Job Description**

**Division Chief Safety and Support Services**

- Work is performed in in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. May be subject to exposure to CRT's and VDT's. May be subject to life threatening situations; involves the potential for exposure to high stress levels.
- May be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, crawling, and lifting in excess of 75 pounds.
- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department.
- Position frequently requires travel.
- May be exposed to various firefighting agents and other risks inherent to rescue, EMS, and firefighting.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment, high-end digital camera system.
- Specialized firefighting, emergency, and training equipment, apparatus, and response vehicles.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____