

Job Class Code: 7440	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist with the oversight of fire, emergency medical protection, and emergency management activities. The class is responsible for consulting with senior management, subordinates, civic agencies, and other for planning and directing protective services functions, overseeing administrative activities, and serving on or chairing committees, boards, or other entities concerned with emergency preparedness. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Monitors federal, state, regional, and local laws, rules, policy, procedures, and emerging trends in public protection to develop recommendations to senior management or other agencies for improved or expanded public protection capabilities, laws, policy, or procedures.
- Assists with the direction of operations within all major units or functions of fire, emergency medical, or other emergency response activities; consults with subordinate officers to develop and recommend long range goals, policy, and procedures to enhance or improve emergency response capabilities.
- Assumes command of major fire or other emergency situations as directed; assists with oversight of the Emergency Operations Center during periods of emergencies.
- Cooperates with federal, state, regional, and local emergency management activities to enhance efficiency and responsiveness in public protection; serves on committees, boards, or other activities engaged in determining goals, objectives, and policy for emergency preparedness.
- Conducts studies, special projects, and research to identify public protection requirements; assists with programming and budgeting for personnel, capital improvements, and major equipment acquisitions.
- Monitors operating funds such as appropriated funds, grants, or other to control expenditures; approves expenditures and recommends budget revisions or reallocations as required.
- Monitors, oversees, and evaluates emergency preparedness training and drills to ensure adequate response to man-made or natural disasters.
- Administers major functional areas including public information, human resources, safety and risk management, civic involvement, information systems, records, communications, and other.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Directs or commands others by issuing orders and instructions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, and professional practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, geometric construction, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.

Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in fire science, emergency medical services, information systems, public administration or closely related fields. A master's degree is preferred.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience. This experience must include a minimum of two years of uninterrupted service in the role of Division Chief or Comparable level.
Special Certifications and Licenses	Requires a valid driver's license or CDL and driving record in compliance with City Driving Standards. Requires a Virginia Certified EMT-B or higher, ICS: 100, 200, 300, 400, 700, 800; Preferred qualifications: Executive Fire Officer Certification (EFO) from the National Fire Academy, Chief Fire Officer (CFO) accreditation. May require other protective services skills, and/or equipment certifications.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.