

NATURE OF WORK

This is responsible supervisory and administrative work involving the direction and coordination of a program area within the Fire Department. Work involves responsibility for planning, coordination, and implementation of a comprehensive program for employee training and development, emergency operations, or safety and technical services. This classification supervises professional and technically skilled subordinates and may act as a department head in the absence of the Fire Chief. Work is performed with considerable independence under the general supervision of the Fire Chief.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all the duties listed and many positions will involve duties which are not listed.)

Develops and implements the Fire Department's training programs involving safety, technical services, and other administrative projects.

Coordinates and directs the work of other special team (HazMat) instructors; coordinates and prepares HazMat training schedules; provides for public-private community relationships; functions as needed during Salem Fire Department emergency incidents; and may function as a department liaison while assisting outside agencies.

Develops policies and implements procedures to assure safety and technical services remain compliant with State and Federal laws.

Includes review and modification of Standard Operating Guidelines to provide for smooth operations during incidents involving hazardous materials team response and incident mitigation; provides for community and multi-jurisdictional outreach training.

Assures accurate, timely technical reports are submitted to appropriate State and Federal agencies regarding hazardous material response.

Provides focus on promoting a positive atmosphere regarding overall day to day and incident safety management, maintains an essential administrative role within the department safety committee.

Develops and implements the emergency operation activities of the Fire Department including fire suppression, medical transportation, advanced life support, and other emergency services, as needed.

Supervises subordinate staff involved in implementing program assignments. Includes establishment of performance standards, reward or discipline of employees, and assists the Fire Chief in selection of subordinate staff in meeting hazardous materials team requirements.

Coordinates program activities with other chief officers and department personnel.

Responds to multi-alarm emergencies with the authority to direct or assist with emergency operations if necessary.

Develops and monitors program budget including materials and services, and capital improvements.

Assists in the formulation of department policies and long range planning, and presents technical information on department projects to staff, city officials and the public.

Performs other related work as required.

QUALIFICATIONS

Thorough experience in emergency operations, safety programs, technical services, and fire administration including supervisory responsibilities; graduation from high school, supplemented by college level courses in fire science and administration; or any equivalent.

Skill in developing operating budgets for the optimum allocation effective results. Considerable ability to research information, analyze data, develop operational long-term goals, and effectively implement results.

Must possess considerable ability to communicate facts and present recommendations in a clear, logical manner, both orally and in writing.

Must be able to establish and maintain effective working relationships with city staff, outside agencies, public officials, media, and subordinates.

Ability to work independently and establish own methods of accomplishing program objectives. Possession of a valid Oregon driver's license or class C driver's license and ability to meet City driving standards.