

<b>Position Code: 7350</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to manage emergency response units and oversee protective services operations. The class is responsible for supervision and oversight of emergency response, on scene command, emergency medical treatment, training, staffing, equipment and facilities, public services, and associated administrative functions. The class works within broad policy and organizational guidelines; regularly exercising discretion; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises protective services staff including selecting or recommending selection, training, assigning and evaluating work, transferring, counseling, disciplining, and terminating or recommending termination.
- Develops plans, policy and procedures and monitors unit operations to ensure adherence to established policy and procedures.
- Identifies staffing and training needs; plans, and oversees technical and professional training, education, and certification for emergency response personnel.
- Responds to fire or other emergencies; assumes command; accesses situation, directs mitigating actions, rescue of persons, medical services, protection of property, and follow-up actions.
- Assists the public by overseeing safety related services, tours, public presentations or events to promote safety consciousness; oversees or inspects public facilities for safety related problems.
- Provides recommendations to the Fire Chief and Deputy Fire Chief on operational needs of the department.
- Makes inspections of apparatus and equipment and programs for replacements as required; inspects and monitors condition of assigned stations and facilities and plans for improvements, modifications, or replacement as required.
- Oversees fire prevention inspections and planning for fire and other emergency operations; serves on planning boards or committees.
- Performs or oversees administrative functions such as recording information, preparing budgets, controlling expenditures, maintaining records, and compiling reports.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Directs or commands others by issuing orders and instructions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to units or divisions of the organization.
<b>Mathematical Requirements</b>	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.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
<b>Mental Requirements</b>	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 major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS****Vocational/Educational Requirement**

Requires a bachelor's degree or any equivalent combination of education and experience in fire science, management, and emergency medical services or closely related fields.

**Experience**

In addition to satisfying the vocational/education standards, this class requires a minimum of seven years of related, full-time equivalent experience. Must have at least two (2) years of uninterrupted service as a Fire Captain.

**Special Certifications and Licenses**

Requires a valid driver's license or CDL and a driving record in compliance with City Driving Standards. Special protective services skills and/or equipment certifications are required.

**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.*