

**Index #:** 5404

**POCATELLO FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**Subject:** Division Chief

**To:** All Personnel

**Revision Date:** June 2000

**From:** Mike Duersch

**Last Reviewed:** June 2000

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**POSITIONS PURPOSE:**

This position is accountable for the supervision of shift personnel and department resources during emergency situations and the organization, planning and management of assigned divisions with the Pocatello Fire Department. Also responsible to educate the public on fire safety and prevention, interpret and enforce state and federal codes, training in firefighting safety, public safety, maintenance of equipment, in addition to planning for future needs within the Fire Department.

**PRINCIPAL ACCOUNTABILITIES:**

1. Ensure emergency medical and fire situations are under control through the deployment of appropriate personnel and equipment and on-site supervision.
2. Responsible to supervise various divisions and assignments as directed by the Fire Chief to ensure management continuity is maintained.
3. In addition to regular work periods, Division Chiefs are required to be on-call and available by pager, radio to respond to emergencies within a five (5) minute period approximately 168 hours every fourth week.
4. Contribute to the effective management of the Fire Department through input and advice regarding budgetary and policy matters.
5. Contribute to the effectiveness and efficiency of the Fire Department personnel through the development, monitoring and training of personnel in emergency medical and fire suppression techniques.
6. Contribute to the continuity of Fire Department activities by assigning the appropriate quantity and quality of personnel required to adequately respond to emergency situations.

7. Ensure the Fire Chief and other appropriate officials are aware of Fire Department activities by communicating and documenting events in reports, correspondence and meetings.
8. Assist in the identification of procedures, policies and practices that are in need of modification or establishment by planning and anticipating potential emergency events and determining the appropriate level of resources to be applied.
9. Maintain necessary levels of physical stamina and endurance through the completion of prescribed physical fitness programs.
10. Enhance and maintain the relationship of the Fire Department and citizens of Pocatello through the timely and appropriate response to inquiry and increasing positive public relations.
11. Increase the effective utilization of plant and equipment by establishing and overseeing preventative maintenance programs.
12. Contribute to the smooth operation of the Fire Department by coordinating bidding and scheduling of vacation, maintaining time sheets, monitoring invoice and paying bills, purchasing equipment and materials, handling personnel problems and grievances and other records as necessary.
13. Contribute to the safety of Pocatello residents by organizing inspections of businesses, schools, hospitals, nursing homes, and jails per prescribed schedules.
14. Ensure state and federal fire codes are adhered to through code interpretation, code enforcement, introduction of new codes and city ordinances and inspecting new and remodeled buildings for code compliance.
15. Contribute to a positive public image by educating the public on fire safety and prevention and through public relation messages.
16. Ensure Fire Department vehicles and equipment are operational through regular maintenance and repair and assessing needs and purchasing new vehicles and equipment when necessary.

17. Must maintain a valid State of Idaho Driver's License while on duty.

**NATURE AND SCOPE:**

This position reports to the Fire Chief. Reporting to this position may be Fire Captain, Driver Operator, Paramedic, Firefighter, Training Officer, Fire Marshal and Fire Inspector.

This position may supervise fire, medical emergency, and rescue activities, throughout the city. Other duties under this position relate to the Training Division under which responsibilities include: planning and training of fire personnel, evaluating programs, purchasing and maintenance of vehicles and equipment, and planning for future equipment needs. Additional duties may include the Public Safety Division, in which fire inspections are completed, code interpretation and compliance is administered, permits are issued and public education regarding fire safety and prevention are handled, hazardous materials prevention and control, and fire investigation. The Operations Division is responsible for the daily activities of the Department, personnel matters, and administration of the State Hazardous Materials Response Team. The Medical Division is responsible for the delivery of Emergency Medical Service for the City and County. A two-tier system with Advance Life Support (Paramedic) and Basic Life Support (EMT) is provided as well as emergency and non-emergency transport. Responsibilities include: budgeting, planning, purchasing, training, meeting local, state and national certification requirements, liaison with local medical community and quality control. Along with the Fire Chief, meets with City Council and County Commissioners.

Authority is granted this position to carry out day-to-day operations of the division for which the position is responsible. Policy related issues are surfaced at this level and reviewed with the Fire Chief. General objectives are given by the Chief and other appropriate city officials with this position having considerable latitude within these objectives.

This position is on-call every fourth week and is responsible to immediately (within 5 minutes) respond to emergency situations.

Internal contacts include the Fire Chief, Fire Department personnel, Personnel Services, Police Department and other departments within the City. External contacts include other fire departments, businesses, schools, hospitals, nursing homes and the general public.

Approved by:

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Fire Chief

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Date