City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	**Life Safety Division Chief**
DEPARTMENT	**Fire**
UNION:	**106S**
SG:	**Plan F**
CS:	**Yes**
FLSA:	**N**
EE04CODE:	**OA**

NATURE OF WORK:

Responsible for the Department's fire prevention programs, including short- and long-range planning, direction, supervision, and operations of the Life Safety Division (LSD). Works closely and coordinates with the Permit Center staff, architects, developers, contractors and Operations Division personnel.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other supervisory positions in the Fire Department by its responsibility for the hazard mitigation services of the Bellingham Fire Department and the requirement for partnering with external City departments and other agencies to achieve program goals and objectives. An extensive knowledge of fire and injury prevention strategies, and analysis of community risk reduction is required to perform the duties of this position. This position works in partnership with several other city departments and serves as the fire department's representative to the local building industry and other community groups.

SUPERVISORY RELATIONSHIPS:

Reports to the Assistant Chief - Preparedness. Directly supervises the Life Safety Division (LSD). Works closely with Operations Battalion Chiefs and other staff to coordinate service and activities. Serves as a staff officer and member of the Fire Department management team. Supervises staff assigned to the LSD.

ESSENTIAL FUNCTIONS:

1. Provides leadership and oversight of the Life Safety Division and personnel assigned to the division, in alignment with the City's Public Service Competencies and Fire Department's Mission.

2. Administers adopted provisions of the International Fire Code and Bellingham Municipal Code.

3. Prepares the annual budget for the Division and presents it to the Assistant Chief; directs expenditure of Division funds in accordance with budget appropriations as approved by the City Council.

4. Responsible for short- and long-range planning to reduce and prevent injuries, and loss of life and property. Defines goals and objectives and makes recommendations to the Assistant Chief.

5. Assigns work and is responsible for training, performance evaluations, corrective actions and discipline. Creates and coordinates subordinate's work schedules.

6. Manages fire inspection program. Develops and maintains inspection schedules, provides training, and monitors performance.

7. Participates as a key manager with the Permit Center Staff in coordinating efficient Permit Center Operations.

8. Responds to and investigates fires, explosions, complaints and other incidents to determine origin, cause and circumstances. Prepares written reports of facts and findings.

9. Responsible for developing public safety education program.

10. Reviews written records, reports and correspondence of all inspections and fire investigation activities. Ensures that they are complete and meet Department standards.

11. Develops and maintains comprehensive policies, procedures, and protocols as necessary for the efficient operations of the Division. Identifies deficiencies and develops new policies and procedures to improve the effectiveness of operations and minimize liability.

ADDITIONAL WORK PERFORMED:

1. Reviews and evaluates development plans for required fire protection/access features and highly technical construction plans for new and remodeled multi-family, institutional, commercial, educational, industrial and other development for compliance with applicable fire protection standards, fire safety and building codes, regulations and ordinances.

2. Reviews and evaluates plans and specifications of highly technical fire suppression, fire detection, fire alarm, smoke control, standpipe and other fire protection systems for compliance with applicable fire protection standards, fire safety and building codes, regulations.

3. Occasionally inspects buildings, structures and some outdoor facilities to confirm compliance with fire code requirements. Witnesses tests of new and existing life safety and fire protection equipment and systems to ensure reliability.

4. Occasionally investigates, inspects and recommends approval of permits as required for specific existing occupancies.

5. Other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

- Working knowledge of Department, City, state, and federal rules, laws, codes and ordinances, and methods related to fire prevention, public education, fire investigation, hazardous materials, and other related areas of responsibility.
- Ability to effectively supervise and coordinate the efforts of subordinates.
- Basic knowledge of fire chemistry and physics, fire hazards, building construction, and materials.
- Skill in using personal computers for basic word processing, data management and spreadsheet work.
- Demonstrated ability to solve problems and make decisions under stress. Adaptability and flexibility to meet the needs of differing circumstances.
- Ability to plan, organize, and implement programs to meet Department needs.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Excellent oral communication skills including the ability to make effective presentations to the staff and the public.
- Strong leadership skills.
- Excellent written communication skills to develop policies and a variety of reports for the Department.
- Knowledge of Incident Command and modern emergency management principles, practices, and procedures.
- Must maintain minimum required certifications.
- Physical ability to perform the job, including:
  - Frequently operate a computer and other office equipment
  - Frequently read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Frequently operate a motor vehicle
  - Lift and carry objects weighing up to 50 lbs on occasion;
  - Mobility necessary to safely move about construction sites and stand, sit or bend in awkward positions.

WORKING ENVIRONMENT:

Work is typically performed in a 40-hour work week but may involve shift work and off-duty recall for major emergencies, including weekends and holidays as required in an emergency services organization. Work is performed in a variety of settings including offices, fire stations, emergency scenes, and emergency response vehicles. Field work is performed at construction sites in various stages of completion.

The emergency environment may include unusual modes of communication, extreme noise, discomfort and hazard. The emergency environment may require the management/ performance of hazardous tasks under conditions that require strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, or activities in and around water. It may also involve

working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. May be exposed to infectious diseases, which require the use of protective equipment, and exposure to the elements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Current employment in a career fire department or associated fire agency with at least five years of experience as a career firefighter or fire inspector.
- Minimum of three years of experience in a supervisory position.
- A.A. or A.S. degree or 90 quarter/60 semester credit hours of college with studies in education, public policy and administration, management, fire protection, fire technology, fire command and administration or related field required. A baccalaureate degree is preferred.
- Successful completion of Bellingham Fire Department Officer Academy or an equivalent certification that meets the requirements of NFPA Fire Officer I & II from a recognized accrediting agency.
- Minimum of one year demonstrated experience in program management/leadership.
- Successful completion of IS 700, and ICS 100 and 200 Incident Management System courses.
- Successful completion of the following courses as part of a Life Safety Division Chief professional development program within three years of date of hire:
    - National Fire Academy Management of Fire Prevention Programs or an equivalent course as determined by the Chief.
    - Either the National Fire Academy Fire Service Communications or Interpersonal Dynamics course; or equivalent as determined by the Fire Chief.
    - Fire Investigator Certification from the National Association of Fire Investigators (NAFI), International Association of Arson Investigators (IAAI), or the International Fire Service Accreditation Congress (ISFAC).
    - ICS 300 and 400, and IS 800 Incident Management Courses.
    - Fire Officer II certification.
    - International Code Council Certification as Fire Inspector I and II
    - International Code Council Certification as Fire Plans Examiner

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check, child and adult abuse records check and local background check with no felony convictions within the last seven years.
- Emergency Medical Technician (EMT) or Paramedic certification
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: Gary Hedberg
7/82

REVIEWED BY:
Bill Newbold, Fire Chief

REVISED BY: Andy Day/Michelle Barrett
10/04

L. Hill/B. Boyd
6/07
B. Hewett/K. Luxtrum/A. Sullivan
01/2016
B. Hewett
1/2019
E. Weinberg
12/2022

COMMISSION ADOPTION: December 14, 2022