

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003150
Grade B6**

FIRE/RESCUE DIVISION CHIEF

DEFINITION OF CLASS:

This is managerial public safety work within the Montgomery County Fire and Rescue Service. Contacts are with Departmental staff to plan and coordinate programs and services, to exchange information, and to resolve operating problems; and with other County departments and agencies, officials of other emergency service or fire and rescue agencies, business owners, and civic and community leaders and groups to coordinate the provision of fire and rescue services, to present and defend important matters which may be controversial, and to exchange information. An employee in this class provides direct public service or assistance on a limited and infrequent basis.

An employee in this class plans, organizes, directs, and evaluates programs and services in a major functional division of the Department. Within the framework of established Departmental goals and resources, an employee in this class, who has full technical responsibility for the work of the division, determines what is to be done and the methodology to accomplish objectives, including planning, coordination, commitment of resources, and resolving problems. Work is evaluated by the Fire Chief for effectiveness in fulfilling mission objectives. Guidelines consist of general administrative policies, requiring considerable judgment in interpretation or in the development of supplemental policies and procedures to accomplish goals and objectives. The complexity of the work is characterized by the degree of planning and analysis required to develop, to coordinate, and to implement such countywide programs and services as fire and rescue operations, fire suppression, rescue, emergency medical services, fire prevention, and fire code enforcement, or Department wide field support. Work requires management of a major administrative or operational division, including supervision of staff, addressing a variety of fire service issues, administrative and personnel issues, long range planning and needs assessment, and developing approaches and solutions that accommodate often conflicting objectives. The work affects the timely, efficient, and effective provision of major fire and rescue programs and services to all County residents. The work is primarily sedentary and is performed in an office environment, and is subject to common everyday risks; however, the employee may infrequently be exposed to situations involving some risk of serious injury, requiring the use of protective clothing and the observance of safety precautions and procedures. Work may involve some exposure to heat, dirt, and other unpleasant conditions.

EXAMPLES OF DUTIES: (Illustrative Only)

- Directs employees in a major functional unit of the Department: fire suppression, rescue, and emergency medical services; fire prevention and investigation; or field support services, including emergency management, training, apparatus maintenance, and communications or administrative services, including budget, personnel, office automation, media relations, property management, and planning. Plans, schedules, and coordinates work of subordinate units.
- Carries out and assures compliance with established rules, regulations, policies and procedures.
- Develops plans and objectives to maintain or improve level of operational or support services. Develops and updates codes, regulations, rules, policies, and procedures as necessary for the efficient and effective operation and administration of the organizational unit and to ensure attainment of Departmental goals and objectives.

- Responds to and takes command of major fire and rescue incidents and other emergency service calls until relieved by the Fire Chief.
- Evaluates performance of division staff and operations on a regular basis to determine where improvements may be made in services provided.
- Assures that employees receive adequate and appropriate training; evaluates performance and counsels employees on ways to improve their performance.
- Develops and administers the annual budget for the division; supervises establishment and maintenance of fiscal control procedures and recordkeeping.
- Initiates, reviews and approves personnel actions, including disciplinary actions, as required.
- Receives and resolves employee and citizen complaints.
- Provides information and assistance to other County agencies, Fire/Rescue Commission and independent volunteer corporations.
- Plans for and allocates resources for the operation and administration of the division to promote and ensure the safety of County residents and the preservation of structures and physical property or to provide necessary support services.
- Develops and implements policies and procedures governing operations of all equipment, apparatus and medical units operated in the fire and rescue service as required in cooperation with the independent volunteer corporations and the Fire/Rescue Commission.
- Coordinates proper care and maintenance of facilities, apparatus, and equipment. Evaluates the benefits vs. the cost of proposed equipment and apparatus.
- Attends national, regional, state, and local conferences to keep abreast of new methods and technologies in firefighting, rescue, emergency medical services, and fire prevention.
- Confers with officials of other jurisdictions on fire and rescue matters.
- Attends civic and community meetings to explain firefighting, rescue, training, fire prevention, and emergency medical service programs.
- Participates in the Council of Governments and other regional committees, as required. May be assigned as a member/supervisor on a specialty team.
- May serve as Acting Fire Chief.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of Montgomery County and State of Maryland fire laws, codes, rules and regulations.
- Extensive knowledge of the organization, functions, rules, regulations, policies and procedures of the Montgomery County of Fire and Rescue Service.
- Extensive knowledge of the principles and practices of modern fire suppression, rescue, emergency medical services, and fire prevention and investigation.
- Extensive knowledge of modern principles, methods and procedures of administration, personnel management and budget administration.
- Thorough knowledge of modern equipment and techniques related to area of program responsibility.
- Thorough knowledge of the geographic, climatic, structural, and demographic characteristics of the community served and the water distribution system as required by the position.
- Thorough knowledge of the principles and practices of training, communications, planning, media relations, property management, and automated data processing, as required by the position.
- Considerable knowledge of appropriate instructional techniques and materials relative to the position.
- Ability to supervise, to motivate, to instruct and to evaluate subordinates.
- Ability to plan, direct, to coordinate, and to evaluate major fire and rescue operational or support services and programs.

- Ability to work in elevated and/or confined places, toxic atmospheres, and extreme heat.
- Ability to swim and stay afloat.
- Ability to develop and maintain technical reports and records.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to successfully complete a test designed to assess the ability to maintain a level of physical fitness to perform critical physical tasks required of the position, and to appropriately lead unit members or other subordinates in fitness activities.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of career experience as an Assistant Fire/Rescue Chief in the Montgomery County Fire and Rescue Service.

Education: Bachelor's degree, or at least one hundred twenty (120) semester hours in a degree program from an accredited college or university.

Training: Successful completion of all training courses and certifications required for this class by the Montgomery County Fire and Rescue Service.

NOTE: All minimum qualifications for this class must be attained prior to the deadline for application for promotion to this class.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence as required by the Department of Fire and Rescue Services.
- Maintenance of State of Maryland certification as EMT-B.
- Maintenance of all other certifications as required by the Montgomery County Fire and Rescue Service.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Employees promoted to this class will be required to serve a performance probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam with Drug & Alcohol Screen.*

*Successful completion of most recent physical examination and drug screen, as required.

Formerly Titled: "Fire/Rescue Deputy Chief"

Class Established: July 1989

Revised: January 1990

April 1993

Classification Study: February 1996 (M)

May 2000

December 2004

August 2013

October 2014

Revised: Medical Protocol per OMS Review: November 2022