



## City of Kansas City, Missouri Job Class Specification

**Job Title:** DIVISION CHIEF

**Department:** FIRE

**Job Code:** 3038

**Status:** NON-EXEMPT

**Grade:** FM-3

### Summary

This is responsible administrative, supervisory and technical work directing the activities of personnel and equipment in the assigned division or any other assignment from the Fire Chief through the chain of command.

Work involves primary responsibility for departmental buildings, equipment and apparatus; for the direction and discipline of subordinate personnel. Employees of this class are responsible for the effective and efficient use of apparatus, equipment and personnel in performing emergency work, but are subject to being relieved by a superior officer at the scene of an emergency. Work may involve physical risk and exertion at the scene of an emergency and limiting the exposure of the public to hazardous elements. Work is reviewed by observation of the effectiveness of work performed and by inspection of quarters, apparatus, equipment and records and the proficiency of assigned subordinates.

### Duties and Responsibilities

- May have direct or indirect responsibility for designated ambulance personnel in the city on an assigned duty tour; and may respond to a variety of medical emergencies;
- Or manages the departmental quality improvement program;
- Or manages the departmental medical training;
- Or manages the departmental medical communications systems and personnel;
- Or manages the departmental EMS special operations activities;
- Or manages the departmental logistics operations.
- Directs and assists, where indicated, emergency medical treatment of persons.
- Maintains proper discipline, reporting irregularities and making recommendations; participates in and supervises training activities.
- Plans, organizes, supervises and participates in the in-service training of departmental personnel; presents lectures and courses covering selected aspects of EMS and administration activities; may supervise drills and assures that command officers instruct subordinates in various phases of the training program.

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| <b>Technical Skills</b>                            | <p>Thorough knowledge of:<br/>the principles and practices involved in instructing personnel in the use and care of equipment and various techniques of medical services, and the ability to apply this knowledge to specific training problems, programs, GOG's, GAG's and directives.</p> <p>the rules, regulations and safety procedures of the KCFD, the City of Kansas City, Missouri and provisions of the Collective Bargaining Agreement with Local 42, IAFF.<br/>the geography of Kansas City, Missouri including street locations, principal buildings.<br/>the department's radio communication system.<br/>equipment and apparel designed to reduce the risk to KCFD personnel.</p> <p>Considerable knowledge of :<br/>the department's electronic communication systems.</p> <p>Ability to:<br/>recognize danger, use sound judgment and react calmly under emergency conditions.<br/>plan, assign, direct, review and supervise subordinates at emergencies.<br/>establish and maintain effective working relationships with subordinates, representatives of cooperating agencies and the general public.</p> |
| <b>Education and Experience</b>                    | <p>Requires one (1) year as an Assistant Division Chief or Fire Captain with ten (10) years EMT-P licensure with the Kansas City, Missouri Fire Department.</p> <p style="text-align: center;">OR</p> <p>Five (5) years as an Assistant Division Chief or Fire Captain with the Kansas City, Missouri Fire Department.</p> <p style="text-align: center;">OR</p> <p>Accredited Associates Degree or current EMT-P with four (4) years with the Kansas City, Missouri Fire Department as an Assistant Division Chief or Fire Captain.</p> <p style="text-align: center;">OR</p> <p>Four (4) years military service (current or prior active, selective/traditional/reserve/or national guard military service with honorable discharge) and four (4) years as an Assistant Division Chief or Fire Captain with the Kansas City Missouri Fire Department.</p> <p style="text-align: center;">OR</p> <p>Accredited Bachelor's Degree and three (3) years as an Assistant Division Chief or Fire Captain with the Kansas City, Missouri Fire Department.</p>   |
| <b>Certificates/ Licenses/Special Requirements</b> | <ul style="list-style-type: none"> <li>• Will be required to pass a pre-employment drug screen.</li> <li>• May be required to possess a current EMT or Paramedic Licensure in the State of Missouri</li> <li>• Must pass a background check as prescribed by the City</li> </ul>   |
| <b>Supervisory Responsibility</b>                  |  |
| <b>Supervision Received</b>                        | <p>Work is performed under general supervision.</p>  |
|  | <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>  |
| <b>Created</b>                                     | 4/25/2010  |
| <b>Revised</b>                                     | 7/10, 11/11, 1/16 , 01/2024, 07/2024   |