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Division Chief

JOB CODE	JOB FAMILY	PROFILE
JCM513	**Public Safety**	**Division Chief**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$89,128.00 - $140,733.00**	**November 4, 2026**

The Division Chief plans, organizes, directs, manages, and evaluates the activities of the assigned division and its staff. This position oversees personnel across divisions, groups, or functional areas. The Division Chief establishes staffing patterns, prepares work schedules, and analyzes workflow processes and staff performance. The role includes making recommendations for improvements, monitoring division expenditures, and assisting with budget preparation. Responsibilities also include hiring, training oversight, performance evaluation, coaching, discipline, and termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- May be assigned to any division or rotated among divisions, including the Fire Marshal's Office, Logistics, Training, Emergency Medical Services (EMS), Support Services, or other areas as designated by the Fire Chief.
- Serves as the Fire Department representative to federal, state, tribal, local government agencies, and private organizations.
- Represents the Fire Department on committees and at meetings relevant to the assigned division or as designated.
- Collaborates with Chief Staff to plan, direct, coordinate, and manage the department's overall operations.
- Plans, organizes, directs, manages, and evaluates the activities of the assigned division and its personnel.
- Ensures divisional and departmental goals, projects, and tasks are completed within designated timelines.

- Participates in the selection, training, evaluation, and discipline of assigned personnel.
- Ensures personnel perform effectively and meet departmental standards.
- Establishes and monitors staffing patterns and prepares work schedules for personnel under supervision.
- Analyzes workflow processes and staff performance; recommends and implements improvements.
- Develops and implements work methods and operating procedures for the division and department.
- Writes departmental policies related to the assigned division or as assigned by administration.
- Assists the Deputy Chief of Administration with policy development, review, and implementation; recommends updates for more efficient operations.
- Monitors division spending and assists in the preparation of the annual budget as requested.
- Interprets and communicates departmental rules, regulations, and procedures.
- Recommends operational, staffing, equipment, and logistical changes and evaluates their potential impacts.
- Promotes responsible budgeting and cost-effective use of resources.
- Analyzes trends and best practices in fire suppression, prevention, EMS, and emergency preparedness to keep the department current.
- Assists in developing, communicating, training on, and implementing the Department's Emergency Operations Plan (EOP); ensures staff participation and role clarity; executes emergency procedures when needed.
- Responds to emergency situations as required, providing assistance based on expertise or assigned role; may assume command of complex incidents when necessary.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Safety, Criminal Justice, Law Enforcement, Business Administration, Public Administration, or a related field.
- One (1) year of service in the rank of Battalion Commander.
- Four (4) years of supervisory or managerial experience in Emergency Services, fire operations, administration, prevention, training, logistics, or a related public safety discipline.
- **-or-**
- Associate's degree in Public Safety, Criminal Justice, Law Enforcement, Business Administration, Public Administration, or a related field.
- Three (3) consecutive years of service in the rank of Battalion Commander.

- Four (4) years of supervisory or managerial experience in Emergency Services, fire operations, administration, prevention, training, logistics, or a related public safety discipline.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

- Must be a Battalion Commander or higher rank in good standing with Bernalillo County Fire Department and
- Have and maintain valid Emergency Medical Technician (EMT) Basic or higher.
- Possess IFSAC/Pro Board Fire Officer III or must obtain within one year of promotion.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successfully complete and pass all elements of the promotional process as determined by the Fire Chief.
- Meet and maintain OSHA screening requirements for firefighters.
- Comply with and enforce all Bernalillo County Policies, Fire Department Policies & Procedures, Standard Operating Guidelines, Directives, Memos, and the Collective Bargaining Agreement.
- Successfully complete the post-offer medical examination and background investigation.
- Follow all County safety guidelines.
- Complete required FEMA training(s) as assigned to the position.
- Complete required supervisor classes, if applicable.
- Possess a valid New Mexico driver’s license by the employment start date and maintain it throughout employment.

WORKING CONDITIONS

- May be exposed to the working conditions described in the Battalion Commander job description.
- Required to work shifts as assigned by the Deputy Fire Chief or Fire Chief, based on departmental needs.
- Performs work indoors and outdoors, depending on the situation.
- May encounter ergonomic risks such as fatigue or injury during administrative duties.
- May be exposed to extreme temperatures during emergency responses.
- Exposed to intermittent or sustained high noise levels, including sirens, engines, and loud voices.
- May experience body vibration intermittently during vehicle or off-road travel.
- Faces hazards such as driving risks, rescue attempts on difficult terrain, hazardous material spills, and dangers inherent in firefighting.

- Works on a variety of surfaces including uneven terrain, concrete, asphalt, ramps, stairs, ladders, scaffolding, and wood decking.
- May be exposed to pathogenic bodily fluids and airborne particles during rescue or emergency situations.
- May come into contact with high-pressure water and fire retardants during firefighting operations.
- Conditions listed are not all-inclusive of potential work environments and exposures.
- Must be able to adapt and function under any conditions encountered in fire department operations.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses all equipment, tools, and materials listed in the Battalion Commander job description.
- Learns and uses various technology, software, business machines, and other equipment to perform job functions.
- Uses tools for data analysis, program development, and implementation; delivers public presentations with audio/visual aids as needed.
- Operates equipment required for firefighting, emergency medical response, and related emergency services, based on training and task requirements.
- Understands that the listed items are not exhaustive. May be required to use additional equipment, tools, and materials as directed, including those related to administrative, operational, or emergency response duties.