

# **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Special Enforcement Division Chief  
**SECTION:** Administration and Planning  
**DATE:** February 2024

## **BASIC FUNCTION OF THE POSITION:**

Directs and performs a full range of advanced professional fire, arson, bomb squad/render safe and investigation management functions of moderate to complex difficulty with minimal guidance. Also responsible for the division budget, investigations & response team readiness & maintenance, related agency liaison support services, division policy development & implementation, and other special projects at the direction of the position supervisor.

## **SUPERVISION RECEIVED:**

Works under the direction of the Administration and Planning Section Chief with minimal supervision. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency with Federal, State, and County laws/regulations/ordinances as well as UFA policies and procedures. Expected to function independently by using initiative to plan and carry out assignments, while directing all division staff.

## **SUPERVISION EXERCISED:**

Directly supervises all division staff, sets individual performance goals, conducts periodic performance evaluations, imposes disciplinary action, makes salary recommendations, etc. Also assists in the reviews of other division staff's work for purposes of compliance and continuity as requested, or as considered necessary by the position supervisor.

## **PRINCIPAL RESPONSIBILITIES:**

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Provides leadership and direction to employees, enabling them to be successful in their assigned role through training, team building exercises, and personnel development. This may also be accomplished by mentoring, coaching, counseling, performance appraisals, and discipline.
- Provides overall direction and management to ensure responsive services to other UFA Divisions; manages the direction and planning of all assigned programs and activities; resolves complaints.
- Directs & supports the development of the UFA's fire, arson investigation and bomb squad specialty program including all policies and plans.

- Manages UFA SWAT Paramedic Program.
- Under the direction of the Administration and Planning Section Chief, conducts and completes Professional Standards inquiries and investigations.
- Completes background investigations, or oversees other division employees and hiring supervisors, in completing such investigations, for individuals being considered for hire.
- Supervises technical staff who perform hazmat, bomb disposal/render safe and fire investigation services on behalf of the UFA.
- Prepares annual division budget and monitors monthly budget activities.
- Coordinates claims for reimbursement of monies from Federal agencies using established Federal forms and accepted procedures.
- Represents the UFA on the FBI National Security Task for Joint Terrorism
- Represents the UFA on the FBI Weapons of Mass Destruction Stabilization Team.
- Provides staff to investigate or provide assistance to appropriate law enforcement agencies in the investigations of fire, explosion and/or attempted bombing related incidents. May also assist in other law enforcement operations as requested by the AHJ.
- Functions as the bomb squad commander for the agency.
- Ensures bomb technicians maintain FBI HDS certification through appropriate training, testing and skills exercise in compliance with NBSCAB.
- Ensures K-9 accelerant and bomb detection K-9s maintain certifications through appropriate testing and training.
- Provides for command, coordination and technical assistance at large hazardous materials incidents involving explosive situations using State, Federal and division policies and protocols.
- Serves as UFA liaison to UTAH P.O.S.T. and the Peace Officers Training Council to assure compliance and certification for all UFA sworn police officers.
- Researches, writes, prepares and updates policies and plans pertaining to use-of-force, render safe, investigative techniques, scope-of-authority, court preparation and testimony presentation.
- Supervises division staff response to incidents involving arson, explosives, improvised explosive devices, and sensitive materials or chemicals using a thorough knowledge of emergency protocol and explosive chemical composition.
- Supervises division staff regarding safe disposal of old or dangerous explosives and chemicals.
- Ensures that division staff maintain proper records, evidence collection and chain-of-custody protocols that are consistent with accepted legal requirements and UFA policies.
- Provides staff to perform basic informational, follow-up and interrogative interviews using proper and legally acceptable techniques.
- Obtains all necessary warrants necessary for UFA investigations.

- Functions as the Duty Officer and Supervisor on a frequent 24-hour rotation schedule.
- Directs preparation of staff reports on individual projects and often presents these to UFA Command Staff, UFA Board of Directors, county & city councils, and other various boards and commissions.
- Directs, develops, coordinates and delivers public, law enforcement sensitive, and classified training.
- Provides staff support to first responders and elected and appointed officials (e.g. county mayor & council, city mayors & councils) in matters relating to arson and explosive hazard mitigation.
- Attends evening and out-of-state meetings as required.
- Performs other duties of a similar nature or level.

**TYPICAL DECISIONS:**

Incumbents typically set their own priorities within assigned programs or projects, while relying on demonstrated experience and in-depth knowledge of explosives, dangerous chemical compounds, arson and fire cause determination, emergency management, response planning, public safety, continuity of operations, continuity of government and consequence management.

**MINIMUM EXPERIENCE AND QUALIFICATIONS IF FILLED BY A SWORN FIREFIGHTER:**

- Valid Driver License.
- Currently serving as a Staff Captain, Captain, or Battalion Chief.
- Nine (9) years in a UFA firefighter position, with two (2) of those as a UFA Captain/Staff Captain, *with* a bachelor's degree (or higher)  
OR  
Thirteen (13) years in a firefighter position, with two (2) of those as a UFA Captain/Staff Captain, *with* an Associate degree
- If a Staff Captain or Captain is promoted, they are required to maintain a valid EMT, AEMT or Paramedic licensure for their operational rank.
- Must be able to pass a baseline medical fitness examination and maintain sufficient level of personal health & fitness for medical clearance to wear and work in chemical protective equipment and clothing, including bomb suits, Hazardous Materials Level A & Modified Level B and tactical body armor.
- Must obtain and maintain appropriate security clearances as required to perform job duties.
- Utah State certification as a POST Law Enforcement Officer
- Certified FBI Hazardous Devices Technician
- Successful completion of NIMS ICS 400 Advanced ICS for Command and General Staff within one year of selection.
- Successful completion of one of the NIMS ICS Command or General Staff All-Hazards training courses within one (1) year of promotion (based on availability).

- Successful completion of the following is required after selection and when available:
  - FBI HDS Bomb Squad Commander Course
  - FBI or ATF Post Blast Investigator
  - FBI Large Vehicle Post Blast Investigator
  - IAAI Fire Investigations Technician or Certified Fire Investigator
  - FBI/DHS Secret or Top-Secret Clearance
  - BCI Certification to Access Law Enforcement Database
  - Appointment as a Special Deputy U.S. Marshal
  - Department POST liaison/Training Officer
  - FBI Law Enforcement Enterprise Portal Administrator
  - ATF Bomb Arson Tracking System Administrator

**Desirable Qualifications if filled by a sworn firefighter:**

- Bachelor's Degree or higher in Business Administration, Public Administration, or a related field
- Experience performing Fire, Arson, Bomb Squad/Render Safe and Investigation duties.

**MINIMUM EXPERIENCE AND QUALIFICATIONS IF FILLED BY A CIVILIAN:**

- Valid Driver License.
- Bachelor's Degree or higher in Business Administration, Public Administration or a related field.
- Seven years of direct experience with at least three years of that having progressively responsible supervisory/management responsibilities involving personnel, projects, contractors or consultants.
- Equivalent combination of education and experience may be considered.
- Must be able to pass a baseline medical fitness examination and maintain sufficient level of personal health & fitness for medical clearance to wear and work in chemical protective equipment and clothing, including bomb suits, Hazardous Materials Level A & Modified Level B and tactical body armor.
- Must obtain and maintain appropriate security clearances as required to perform job duties.
- Utah State certification as a POST Law Enforcement Officer
- Certified FBI Hazardous Devices Technician
- Successful completion of NIMS ICS 400 Advanced ICS for Command and General Staff within one year of selection.
- Successful completion of one of the NIMS ICS Command or General Staff All-Hazards training courses within one (1) year of promotion (based on availability).
- Successful completion of the following is required after selection and when available:
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- IAAI Fire Investigations Technician or Certified Fire Investigator
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- BCI Certification to Access Law Enforcement Database
- Appointment as a Special Deputy U.S. Marshal
- Department POST liaison/Training Officer
- FBI Law Enforcement Enterprise Portal Administrator
- ATF Bomb Arson Tracking System Administrator

**Desirable Qualifications if filled by a civilian:**

- Experience performing Fire, Arson, Bomb Squad/Render Safe and Investigation duties.

**LEADERSHIP COMPETENCIES:**

The following competencies are critical for success in the position and are based on the Korn Ferry FYI – Leadership Architect Competency modeling.

**FACTOR I: THOUGHT**

- **Financial Acumen:** Interpreting and applying understanding of key financial indicators to make better business decisions. (17)
- **Decision Quality:** Making good and timely decisions that keep the organization moving forward. (12)
- **Strategic Mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies. (33)

**FACTOR II: RESULTS**

- **Plans and Aligns:** Planning and prioritizing work to meet commitments aligned with organizational goals. (25)
- **Ensures Accountability:** Holding self and others accountable to meet commitments. (1)

**FACTOR III: PEOPLE**

- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives. (6)
- **Builds Effective Teams:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals. (34)
- **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. (7)

**FACTOR IV: SELF**

- **Courage:** Stepping up to address difficult issues, saying what needs to be said. (10)

- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity. (36)

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- Objectives, principles and practices of arson investigation, probable fire cause & determination analysis, bomb disposal/render safe, hazardous material, incident command, emergency management and homeland security concepts.
- Leadership principles and practices.
- Applicable computer software programs and applications, including word processing, spreadsheets, database management, GIS.
- Tactical command principles and strategies, including those involving large vehicle bomb displacement devices and equipment.
- Research methods, data analysis, and report writing techniques.
- Laws, regulations and policies related to appropriate suspect apprehension, arrest, admissible evidence and prosecution techniques relating to arson, explosives and/or hazardous materials civil and/or criminal incidents.
- Modern management techniques, supervisory and leadership practices, and evaluation methods; governmental organization and management objectives.
- The principles and methods of budget preparation and monitoring.

Skills in:

- Coordinating multiple priorities and programs.
- General use of computers and basic business software programs (Microsoft Word, Excel and PowerPoint, etc.) and in the use of general office equipment, including copiers, printers, fax machines and scanners.
- Excellent organizational, verbal and written skills.
- Motivating, communicating with, and instructing/training others, using both technical and nontechnical language to explain complex subjects and processes.
- Oral communication in one-on-one and group situations (interviews, presentations, etc.).
- Utilizing public relations techniques in responding to inquiries and complaints. This may include the public, professionals outside the agency, and the media.
- Supervising, evaluating, training, and motivating employees.
- Establishing and maintaining effective working relationships with State, Federal, and other local fire, law enforcement and emergency management officials, elected officials, subordinate staff, and the general public.

Ability to:

- Think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.
- React to emergency situations quickly and calmly to adopt effective courses of action, giving consideration to surrounding hazards and circumstances.

- Assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time; and express ideas clearly and concisely, both verbally and in writing.
- Manage complex policy issues and projects.
- Collect, organize, and analyze information and convert it into clear and concise technical reports and/or emergency response pre-plans.
- Plan, implement, evaluate and direct multiple and varying projects, programs, and activities, some of which require inter/intra-agency coordination.
- Supervise and evaluate the work of staff and assigned work teams.
- Provide leadership to assigned supervisors through planning, organizing, motivating, providing work related challenges, and evaluating objectively.
- Think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.
- React to emergency situations quickly and calmly to adopt effective courses of action, giving consideration to surrounding hazards and circumstances.
- Assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time; and express ideas clearly and concisely, both verbally and in writing.
- Manage complex policy issues and projects.
- Manage the Division's budget, while assuring provisions of various grants are attained.
- Make decisions under extreme pressure, in adverse conditions and extreme environments.
- Operate specialized equipment including emergency vehicles, other large vehicles, robots, surveillance devices, advanced chemical & explosive monitors, defensive and tactically offensive weapons, explosives and related devices.

### **WORKING ENVIRONMENT:**

Work schedule consists of a 40 hour work week and is subject to working overtime. Work activities vary widely, including administrative work, response to alarms, attendance at meetings, and both field and classroom training. Response to callouts may occur at any time in all weather conditions. Emergency work may be strenuous. Normal and emergency response driving is required.

### **PHYSICAL AND MENTAL JOB REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position requires the individual to sit and stand for long periods. The individual frequently is required to use the arms, hands, and fingers to feel or reach. The sensory requirements for this position include vision, hearing, and touch and the incumbents will be exposed to high heat, noise and stress. The employee in this position must frequently exercise use of good judgment and be able to work with minimal supervision. This position requires above-average physical condition with the

ability to lift up to 50 pounds frequently and over 100 pounds on rare occasions. Position requires wearing of protective equipment, including chemical protective equipment and clothing, including bomb suits, Hazardous Materials Level A & Modified Level B, and tactical body armor. Individuals will be occasionally subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke, fumes, explosive devices, airborne particulates and/or caustic chemicals, and be at risk of electrical shock, and vibration. Must meet the medical requirements defined in the FBI's minimum qualifications for a Bomb Technician.

Classified as FLSA Non-exempt and eligible for overtime

This position is classified as a Category A position with regard to Staff Vehicle Assignment and Use and Reimbursement policy and as a Category A position with regard to the UFA Cell Phone policy.

Must be available 24 hours a day (when not on vacation, holiday, etc.). Specifically when rotating as formal 'on-call' responder, and at other appropriate times in the supervisory role.