

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duties of which are assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department on one shift. The employee in this class supervises all subordinate department employees and assigned fire department equipment, as well as performs the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief oversees an employee training program, provides for the production and maintenance of department records and reports, and assists with the financial management of the department. The employee of this class works independently, discussing work in a general way, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on an assigned shift. Assists with setting goals, objectives, and policies for the department or an assigned function or division by recommending changes for consideration by the Fire Chief. Assists in planning and organizing department operations having to do with equipment, apparatus, and personnel. Keeps informed on modern fire fighting and administrative methods. Studies new laws, regulations, ordinances and court rulings relating to fire department operations. Recommends changes in department operations which will help the city improve ISO ratings. Participates in the research and planning for programs and activities of the department. Conducts inspections and evaluates the effectiveness of operations of the department, recommending appropriate action to correct or improve problem areas. Researches the best methods of handling specific tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Monitors and evaluates local conditions which may become fire or safety hazards.

Supervises subordinate fire department employees by assigning work schedules, assigning work or duty areas and approving leave. Inspects personnel appearance and their assigned equipment. Holds meetings with fire department personnel for

the purpose of receiving reports, disseminating information and delegating authority for the more effective operation of the department. Discusses employees work performance with the appropriate persons, counseling those who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by promoting peace and harmony within the department, counseling or recommending disciplinary action against subordinates as necessary. Participates in the development of a personnel recruitment and selection program, interviewing prospective employees and recommending persons to hire.

Assists in the development of a training program for the department. Evaluates training needs of the department and recommends outside training to meet these needs when necessary. Personally conducts training in the classroom. Trains personnel by conducting drills and evolutions. Conducts training in areas such as basic firefighting; hydraulics; pump operations; driving fire equipment; nozzle and hose handling; breathing apparatus; rescue; forcible entry; ladders; fire streams; ventilation; salvage and overhaul; pre-fire planning; safety; inspection; and investigation. Trains subordinate personnel in areas of emergency medical services including first aid and CPR. Instructs personnel in the operation of firefighting apparatus, tools, and equipment.

Responds to or delegates authority over alarms or emergency calls. Directs activities and supervises the fire company at the scene of a fire or other emergency, performing duties such as size-up, forcible entry, ventilation, nozzle and hose handling, pump operations, use of water supplies, protection of exposures, salvage and overhaul operations, and rescue operations. Supervises or personally acts as part of the fire attack team. Secures the fire scene to protect evidence of suspected arson and assists arson investigation personnel as necessary. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials. Takes charge of all safety procedures at the scene of a fire or an emergency. Provides for the needs of firefighting and emergency personnel at the scene of an emergency. Acts as a coordinator between fire personnel and law enforcement personnel at the scene of an emergency. Maintains fire ground communications.

Supervises the enforcement of fire prevention codes, such as safety regulations for public assemblies, the handling and storage of combustible materials, and use of flammable liquids and explosives. Collects information for pre-fire planning and becomes familiar with all area features which might become important in an emergency. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Investigates the cause, origin and circumstance of fires. Provides for the security of the fire scene to prevent damage or removal of evidence. Testifies in court when required.

Assists in the management of financial matters, accounting for the money and assets of the entire department. Authorizes expenditure of funds, as needed for department equipment and supplies, keeping such purchases within the established budget. Meets with sales representatives to review products. Recommends major purchases for the approval of the Fire Chief. Assists with the preparation of a departmental budget by gathering, compiling, and organizing information needed to prepare and submit the entire budget. Manages the accounting for the money and assets of a function or division within the department as directed by the Fire Chief. Writes requests for grants or other special funds to aid in the operation of the fire service.

Supervises the preparation and maintenance of all records and reports for the department or divisions within the department. Reviews department records, determines record content, and inspects systems and facilities for keeping such. Personally prepares and completes department forms, records and reports, such as LFIRS reports, payroll records and all forms required to document the operation of the department. Compiles and analyzes data. Writes letters in response to written or oral requests or to address the needs of the fire department as directed. Writes specifications for new fire department equipment and prepares specifications for public bids as directed.

Participates and oversees the care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Directs the testing of equipment for assurance that equipment meets all applicable federal, state, and local standards. Arranges for repairs and maintenance of department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems to verify that repairs were properly accomplished. Directs the maintenance of inventory, the ordering and disbursement of supplies and equipment.

Enhances the public image of the department by coordinating public related special projects or the work of the department, releasing information and giving assistance with related federal, state, and local agencies. Participates in conferences, conventions and other educational meetings. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature. Releases information and answers questions concerning the work of the department or any related areas of emergency services by organizing and conducting tours of the fire department facilities or acting as department representative to the news media. Acts as a consultant for volunteer fire departments in surrounding areas.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator or at least five (5) years immediately preceding closing date for application to the board.