

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions assigned by the Chief. Employees of this class perform the duties of the Fire Chief in the chief's absence and supervise all subordinate department employees. Assistant Fire Chiefs perform public relations functions, provides for the production and maintenance of department records and reports, and assist with the financial management of the department. The employees of this class take command of emergency scene operations until relieved by the Fire Chief. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the 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.

Performs the duties of Fire Chief in the absence of the chief. Manages the operation of one or more assigned fire department divisions or functions. Sets management policies for the fire department. Assists with goals and objectives for the department or an assigned function or division. Participates in the research and planning for programs and activities of the department. Manages the organization of the department, including equipment, apparatus, and personnel. Conducts inspections and evaluates the effectiveness of operations of the department, taking appropriate action to correct or improve problem areas. Recommends changes in department operations which will help the city improve ISO ratings.

Supervises subordinate fire department employees by assigning work schedules, approving leave, reviewing reports written by subordinates, providing assistance in technical areas of work, and inspecting equipment and personnel appearance. Resolves employee complaints and grievances. Oversees and evaluates work performance of subordinates, writes employee evaluation reports and assists with the discussion of work performance with subordinates to superiors. Holds meetings for the purpose of receiving reports and disseminating information. Investigates accidents involving equipment or personnel, determines cause of

accident, and recommends procedures to avoid future accidents. Assists with maintaining discipline by counseling or recommending disciplinary action against subordinates. Manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring.

Develops a training program for the department, insuring that the program is properly staffed and supplied with resources. Personally conducts training in the classroom and through drills and evolutions. Evaluates training needs of the department and recommends outside training to meet these needs when necessary.

Assists in the preparation and maintenance of all department records and reports such as personnel records, records of activity, inventory records, or any others which may be required. Prepares payroll records. Writes reports, such as LFIRS reports, required to document the operation of the department by compiling and analyzing data. Writes requests for grants or other special funds to aid in the operation of the fire service. Personally completes forms and records as assigned.

Gives reports, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings as required. Participates in conferences, conventions, and other educational meetings. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to all emergency calls on the assigned shift. Personally acts as part of the fire attack team. Oversees and performs all emergency scene activities such as size-up and safety precautions, and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, use of sprinkler and standpipe systems, use of water supplies, and salvage and overhaul. Directs subordinates in the handling of emergencies involving hazardous materials and emergency medical assistance. 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.

Collects information for pre-fire planning and becomes familiar with all area features which might become important in an emergency. Enforces fire prevention codes, such as safety regulations for public assemblies, the handling and storage of combustible materials, and use of flammable liquids and explosives. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Recommends additions to or changes in fire prevention codes.

Investigates the cause, origin and circumstance of fires.

Provides for the security of the fire scene to prevent damage or removal of evidence. Collects and labels evidence of suspected arson. Pursues persons suspected of arson, and makes arrests. Testifies in court when required.

Coordinates special projects to enhance the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Conducts tours of the fire department facilities for schools or civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. Investigates complaints against department personnel and makes a recommendation for action to be taken.

Participates and oversees the care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Assists with the testing of equipment in order to assure that equipment meets all applicable federal, state, and local standards. Oversees the arrangement for repairs and inspects equipment after repairs to see that these were properly accomplished.

Assists with the preparation of a departmental budget. Assists with preparing expenditure estimates and authorizing the expenditure of department funds, making sure that such expenditures are in accordance with the budget. Supervises the preparation of payroll records. Purchases equipment and supplies, keeping such purchases within the established budget. Assists with writing specifications for new fire department equipment. Participates in meeting with sales representatives to review products and makes recommendations on major purchases for the department. Maintains inventory, orders and disburses supplies and equipment.

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 Louisiana driver's license.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS

Must be a regular and permanent employee in the class of Fire Captain for at least ten (10) years immediately preceding closing date for application to the board.

OR

Must be a regular and permanent employee in the class of Fire Captain and must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum.