

FIRE ASSISTANT CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible administrative and technical work in commanding and supervising the fire protection forces of the City during an assigned tour of duty and assisting as assigned in the planning and administration of municipal fire and associated emergency rescue services. Work is performed under limited supervision and the incumbent is allowed much independence in performance of duties. An employee in this class has responsibility for fire department buildings, property, apparatus and equipment and the supervision and discipline of all fire fighting personnel on an assigned shift, either directly or through subordinate supervisors. Employees of this class assume command upon arrival at a fire scene and direct fire fighting and life saving activities unless relieved by a superior officer. Work may involve assisting and participating in the fire department recruitment, information, and in-service training programs. Work is supervised and evaluated by the Deputy Fire Chief through observation of the discipline, morale and performance of subordinates and by inspection of buildings, property, equipment, records, and reports.

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.

Commands all firefighting forces on an assigned shift unless relieved by a superior officer.

Provides direct supervision to persons in the rank of Fire District Chief and general supervision to all subordinates on an assigned shift.

Responds to all multiple alarm fires during an assigned shift and assumes command unless relieved by a superior officer; responds to other fires upon special call.

Reviews, evaluates, and reports on the work of subordinates and makes recommendations on personnel matters; maintains attendance and other records for assigned shift; recommends approval\disapproval of leave requests; processes emergency leave requests; submits reports and makes recommendations for additional personnel, fire equipment replacement and maintenance, and prepares and analyzes data on apparatus within assigned shift.

Conducts training; promotes educational programs; conducts or participates in disciplinary and grievance hearings as assigned; supervises and evaluates the work of subordinates.

Determines fire fighting strategies and tactics; plans and supervises pre-planning inspections.

Plans, develops, and directs, the combating and suppressing of fires and conducting rescue operations in emergencies.

Resolves grievances, handles personnel problems and maintains discipline, good order, and morale among subordinates.

Directs or performs routine inspections of the maintenance and repair of operational buildings, properties, equipment and apparatus.

Directs or performs inspections of structures and other hazardous areas as required.

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 test.

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

Must be a regular employee in good standing in the class of Fire District Chief.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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07-92	Rev	07-10-61	01-
30-92		01-05-66	09-
02-94		05-20-68	06-
03-30-95		06-04-69	
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