

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and administrative position, the primary duty of which is managing the fire suppression operations of the department. An employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief assumes command at the scene of a fire or other emergency, and directs operations until relieved by the Fire Chief. The employee of this class provides for employee training, and oversees the care and maintenance of assigned equipment and vehicles. The Assistant Fire Chief works with a high degree of independence, 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 and personnel on an assigned shift and assumes the duties of the Fire Chief in the Chief's absence. Assists the Fire Chief with research projects, planning activities and organizing operations of the department. Recommends management polices, objectives and changes in department operations which will improve efficiencies or ratings. Develops and revises departmental policies and procedures for approval by the Fire Chief. Conducts inspections of department operations, evaluates their effectiveness and takes action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Supervises the collection of information for pre-fire planning. Attends meetings called by the local governing authority in order to give operational reports, offer advice, and make recommendations. Studies new laws, ordinances, court rulings and proposed legislation relating to fire department operations. Evaluates how new regulations may affect fire department operations, and determines whether changes to policies and procedures are needed. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Participates in developing a personnel recruitment and selection program by interviewing prospective employees and making recommendations for hiring.

Directly oversees the personnel and daily operations of the fire suppression, vehicle maintenance, fire prevention and communication divisions of the fire department. Collaborates with subordinate supervisors to authorize work schedules and approve leave requests.

Holds meetings with department personnel in order to receive reports, provide information and delegate authority. Inspects the appearance of assigned personnel and equipment to ensure compliance with departmental standards of safety and propriety. Oversees and evaluates the work performance of subordinates. Investigates accidents and complaints involving department personnel and makes recommendation on action to be taken. Promotes peace and harmony within the department by maintaining discipline, counseling employees who are experiencing work problems or taking any other action necessary.

Oversees and participates in the response to all alarms or emergency calls. Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Directs subordinate employees at the scene of an emergency in fighting fire, rescue, fireground operations and emergency medical services. Maintains fireground communications and acts as part of the fire attack team, when needed. Oversees safety procedures and the handling of emergencies involving hazardous materials. Supervises the investigation of fires to determine the cause, origin, and circumstances of each fire. Provides for security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel and testifies in court when required.

Develops a training program for the department and sees that such program is properly staffed and supplied with needed resources. Evaluates training needs and provides for regular employee training at all levels within the department. Personally trains subordinates in a classroom setting or at the drill field in all aspects of basic firefighting, fireground and pump operations, rescue, emergency medical procedures, pre-fire planning and fire investigation. Provides assistance and training in technical areas of work. Participates in conferences, conventions and other educational meetings. Keeps informed on modern firefighting methods and administrative practices. Obtains professional fire certifications as required by departmental policy.

Supervises preparation and provides for the maintenance of assigned department records, periodically inspecting record-keeping systems and facilities. Determines what information should be included in departmental records. Compiles and organizes data needed for reports. Personally completes any forms, reports or records assigned and reviews reports completed by subordinates. Writes letters in order to handle problems or respond to requests addressed to the fire department. Gathers and organizes data from polls or surveys in order to recommend policy changes for the department.

Oversees the inventory, purchasing and disbursement of departmental supplies and equipment. Supervises the preparation of expenditure estimates and authorizes the expenditure of funds in keeping with the established budget. Gathers needed information to assist in the development of the departmental operating budget. Supervises the general care, maintenance, and use of department apparatus and

equipment, vehicles, and property. Directs the testing of equipment to ensure compliance with all applicable standards. Researches the best methods of handling specific fire maintenance tasks and makes arrangements for outside repair services or assigns repairs to qualified department personnel. Writes specifications for new fire department equipment and prepares specifications for public bids. Meets with sales representatives to review products and makes recommendations on major purchases for the department.

Acts as department representative to the news media, releasing information and answering questions regarding the work of the department. Coordinates special projects designed to improve public relations or the image of the fire department. Oversees talks, demonstrations and fire department tours designed to inform the public about fire department work or fire safety.

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 be a regular and permanent employee in the class of Battalion Chief immediately preceding the closing date for applications.