

**ASSISTANT FIRE CHIEF**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses high level administrative and supervisory positions, the primary duties of which are assisting the Fire Chief in overseeing the operations of the department. Employees in this class are responsible for overseeing operations of the fire suppression division, fire prevention and training activities, as well as assisting the Fire Chief with administrative functions. An Assistant Fire Chief may perform the duties of the Fire Chief in the absence of the Chief. Employees of this class work with a high degree of independence, reporting to and having work reviewed by the Fire Chief. This class ranks immediately 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 the operation of the fire department on an assigned shift, including overseeing the activities of the fire suppression division, activities of fire prevention and training. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus. Conducts inspections of various divisions of the department, evaluating the effectiveness of various divisions, and taking appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire fighting methods and administrative practices. Participates in conferences, conventions, and other educational meetings as required.

Responds to all emergency calls for which the department is answerable in order to act as incident commander if needed. Supervises subordinate employees at the scene of an emergency, performs size-up, including determining the nature and extent of the fire, condition of the buildings, and source of water supply. Participates in handling hazardous materials and maintains emergency scene communications.

Recommends management policies, goals, and objectives for the department. Sets goals and objectives for an assigned shift. Investigates complaints against department personnel and formulates recommendations for reply to the complaint or for action to be taken. Investigates all accidents involving department equipment and personnel, determines cause and makes recommendations on procedure to avoid future accidents. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Provides for regular employee training at all levels

within the department by evaluating training needs and providing department training or outside training to meet the needs.

Supervises employees by inspecting appearance and assigning work areas and schedules. Oversees, evaluates, and discusses work performance with employees and writes employee evaluations. Provides technical assistance to subordinates and discusses performance of subordinates with superiors. Ensures that discipline is maintained by counseling employees who are experiencing work problems and recommending disciplinary action to the appointing authority. Delegates authority to subordinates for effective operation of the department when such delegation is allowed by law. Holds meetings for the purpose of receiving reports and disseminating information.

Assists in the preparation of the departmental budget by compiling and organizing data as needed. Makes purchases, keeping within the established budget. Makes recommendations on major purchases for the department.

Supervises the preparation and maintenance of department records and reports by reviewing records and reports completed by subordinates and periodically inspects systems and facilities for maintaining records. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies.

Supervises the care and maintenance of department equipment and property. Arranges for needed repairs and maintenance of department facilities, equipment, or operating systems, or assigns such to qualified personnel. Meets with sales representatives to review products. Maintains inventory of supplies and equipment.

Performs related duties as 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 have a valid Louisiana driver's license.

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 District Fire Chief immediately preceding closing date for application to the board.