

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duty of which is assisting the Fire Chief in overseeing all operations of the fire department, including fire suppression, fire prevention, training, and related support activities. The employee of this class also performs the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is responsible for assisting in the financial management of the department, including keeping financial records, authorizing the expenditure of funds, and assisting in the preparation of the departmental operating budget. The Assistant Fire Chief also oversees the records-keeping for the department, writes letters and reports, oversees the care and maintenance of department equipment, and performs public relations duties, in addition to assuming command at the scene of a fire or other emergency and directing activities until relieved by the Fire Chief. The employee of this class receives little supervision in the performance of assigned tasks, 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.

Assists the Fire Chief in managing all operations and activities of the department. Performs the duties of Fire Chief in the absence of the Chief. Conducts inspections of department operations, evaluates effectiveness of these operations, and takes action to improve problem areas. Assists in planning and organizing all department operations having to do with personnel. Evaluates training needs and provides for regular training to meet these needs.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations which will help the city improve ISO ratings.

Assists in managing the accounting for the money and assets of the department. Authorizes the expenditure of funds, making sure that expenditures are in accordance with the budget. Assists in gathering information for and preparing the department operating budget.

Provides for the maintenance of all department records such as personnel records, records of activity, and inventory records.

Supervises the preparation of records by subordinates and completes any assigned records. Compiles and organizes data for and writes reports needed to document department activity. Writes requests for grants and other special funds. Writes letters in answer to requests or to handle needs of the fire service.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Supervises the care and maintenance of fire fighting apparatus and equipment, vehicles, and other department property, providing for repairs when required. Maintains inventory of supplies and equipment for the department. Orders and disburses supplies and equipment.

Supervises subordinate department employees. Holds meetings to receive reports and disseminate information. Assigns duty areas and work schedules. Oversees and evaluates work performance, including reviewing reports written by subordinates. Provides assistance in technical areas of work and provides on-the-job training for new employees. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline.

Takes command at the scene of a fire or other emergency until relieved by the Fire Chief. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage, overhaul, and first aid. Takes charge of all safety procedures. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered 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.

At the time of application for examination, must be an incumbent in the class of District Fire Chief. Must be a regular and permanent employee in the class of District Fire Chief for at least three (3) years immediately preceding application to the board.

RU	06-08-61
Rev	10-07-80
	10-31-91
	11-11-94