

ASSISTANT CHIEF OF MAINTENANCE

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This class encompasses a highly responsible supervisory position in the Maintenance Division of fire department operations, the primary duty of which is assisting the Chief of Maintenance with managing the daily operations of the division. An employee of this class exercises supervision over Emergency Vehicle Technicians, as well as providing training and technical assistance in the repair and maintenance of fire department automotive systems, engines and department equipment. The incumbent of this class oversees the maintenance of division records, equipment and supplies, and provides assistance with budget preparation. The Assistant Chief of Maintenance works with little supervision, receiving only general instructions from the Chief of Maintenance, and performing independently in most areas. This class ranks directly below that of Chief of Maintenance.

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.

Supervises the operation and personnel of the Maintenance Division of the fire department by outlining responsibilities and duties for subordinates, including explaining policies, procedures, and rules. Performs the duties of Chief of Maintenance in the Chief's absence. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance or additional time are required. Observes and evaluates the operations of the division, and takes steps to correct any problems observed. Recommends needed changes in department policy or procedures as applied to the division. Participates in any training required by the department. Keeps promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance to civil service law. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Participates in research and planning for programs and activities of the division. Keeps informed on modern fire fighting methods and administrative practices. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

Assists Chief of Maintenance in compiling financial information and preparing expenditure estimates for the divisional operating budget. Participates in the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Makes recommendations on major

purchases when necessary. Receives authorization for the expenditures of funds. Provides for the accounting of monies and assets of the division following departmental procedures. Reviews products with sales representatives and evaluates specifications for products to be purchased.

Recommends and assists in setting management policies, goals, and objectives. Oversees and approves the work of subordinates, duty areas, work schedules and approves leave for division employees. Sets long term goals and task priorities for subordinates in order to identify what needs to be done to best accomplish the goals of the organization. Directs employee supervisors to evaluate the work performance of division personnel, write employee evaluation reports, discuss such with the employee, provide assistance in technical areas and counsel employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline directly or through subordinate supervisors by conducting corrective interviews, recommending or administering disciplinary action. Provides informal on-the-job training.

Supervises the preparation and maintenance of reports and records of the division, such as personnel records, records of activity and inventory records. Determines necessary information and organization of division records. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Completes forms and records. Compiles and organizes data in order to write reports. Files or retrieves records, reports or forms, and directs the inspection of systems and facilities for maintaining such as necessary.

Supervises the general care and maintenance of fire department vehicles, equipment and other related departmental property and supplies. Arranges for the repair and maintenance of assigned department equipment, facilities, or operating systems by either assigning qualified department personnel or locating outside services for such which cannot be repaired within the department. Inspects equipment after repairs to confirm that repairs were properly accomplished. Oversees the maintenance of division supplies necessary to perform assigned duties.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members. Participates in all conferences, conventions or other such meetings, giving reports, offering advice or making recommendations. Keeps informed on local trends that may affect the fire service when in attendance of all education meetings. Conducts tours of the division as needed.

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 driver's license.

Must be a regular and permanent employee in the class of Emergency Vehicle Technician II immediately preceding closing date for application to the board.

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