

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is overseeing the operations of all fire districts on an assigned shift. Assistant Fire Chiefs direct and supervise the work of District Fire Chiefs on an assigned shift, participate in the research and planning for programs and activities of the department, and assist chief officers in determining how the department should be organized. Employees of this class provide for employee training, the maintenance of equipment and property, and records management through District Fire Chiefs. Assistant Fire Chiefs are required to perform the duties of their position with a high degree of independence, with assignments received from and work reviewed by the Deputy Fire Chief. This class ranks directly below that of Deputy 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 operations of all fire districts on an assigned shift. Conducts inspections, observes and evaluates the effectiveness of assigned operations, and takes appropriate action to correct or improve problem areas. Participates in the research and planning for programs and activities of the department. Assists chief officers to determine how the department should be organized, and recommends the number and distribution of operational units. Investigates all accidents involving assigned equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Oversees the preparation and maintenance of records and reports to document department activity on the assigned shift. Compiles and organizes data needed for reports. Prepares payroll records for the assigned shift.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Answers questions for the public about fire department operations, or any other related areas of emergency services. Writes letters in response to written or oral requests addressed to the fire department.

Supervises all subordinate employees on an assigned shift. Holds meetings for the purpose of receiving reports or disseminating information. Inspects the appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules, and approves leave in accordance with department policies. Oversees and evaluates the work performance of and reviews reports written by subordinates. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline, including conducting corrective interviews and recommending disciplinary action to a superior.

Functions as incident commander at the fire scene until relieved by a superior officer. Ensures that standard operating procedures are observed, and takes charge of all safety procedures at the scene of the incident. Ensures that fire scenes are secured to prevent the removal or damage of evidence of possible arson. Participates in fire investigations; determines causes, origins, and circumstances of fires. Participates in hazardous materials incidents.

Oversees training of department personnel. Participates in classroom training and drill evolutions in fireground operations, including fire suppression techniques, safety, nozzle and hose handling, fire streams, water supplies, rescue, forcible entry, first aid and emergency medical services, salvage and overhaul, use of tools and equipment, pre-fire planning, and fire inspection.

Oversees the general care and maintenance of fire fighting apparatus and equipment, vehicles, and property. Arranges for repairs of fire department facilities and equipment. Orders supplies and equipment, and provides for the distribution of supplies and equipment in accordance with department procedures.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by 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.

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

Must have and maintain a valid driver's license.

Must be a regular and permanent employee in the class of District Fire Chief for at least two (2) years immediately preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Officer I, and Fire Officer II, according to National Fire Protection Association (NFPA) Standards.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Officer I, Fire Officer II and Fire Officer III (Effective after April 1, 2009), according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Assistant Fire Chief.

Prior to closing date for application to the board, must have completed a minimum of eighteen (18) hours of college credit in a Fire Science or related fire management curriculum.

Effective January 1, 2010, must have an associate degree in fire science or a related fire management curriculum as approved by the Fire Chief.

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