

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duties of which are assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department. The employee of this class performs the duties of the Fire Chief in the Chief's absence and supervises all subordinate department employees. The Assistant Fire Chief takes command of emergency scene operations until relieved by the Fire Chief, assists with the financial management of the department, provides for the maintenance of department records and reports, and performs public relations functions. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the 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.

Performs the duties of Fire Chief in the absence of the chief. Recommends management policies and sets goals and objectives for the department. Participates in the research and planning for programs and activities of the department. Plans and organizes departmental operations, including equipment, apparatus, and personnel. Conducts inspections and evaluates the effectiveness of operations of the department, taking appropriate action to correct or improve problem areas. Investigates complaints against department personnel and makes a recommendation for action to be taken. Recommends changes in department operations which will help the district improve ISO ratings.

Supervises subordinate fire department employees by overseeing the assignment of work schedules, approving leave, reviewing reports written by subordinates, providing assistance in technical areas of work, and inspecting equipment and personnel appearance. Resolves employee complaints and grievances. Oversees, evaluates, and discusses work performance with subordinates. Writes employee evaluation reports and discusses work performance of subordinates with the Fire Chief. Holds meetings for the purpose of receiving reports and disseminating information. Investigates accidents involving equipment or personnel, determines cause of accident, and recommends procedures to avoid future accidents. Maintains discipline by counseling employees and recommending disciplinary action against subordinates. Assists with a personnel recruitment

and selection program. Participates in interviews with prospective employees and makes recommendations for hiring. Assists with the maintenance of promotional eligibility lists and recommends promotions in accordance with civil service law.

Responds to all emergency calls and performs size-up of an emergency scene, including determining the nature and extent of the fire, condition of the building, water supply, and safety procedures. Oversees and performs all emergency scene activities such as fire extinguishment and emergency medical services, including first aid and CPR. Supervises subordinate employees in rescue; forcible entry; ventilation; nozzle and hose handling; protection of exposures; pump operations; salvage and overhaul; and handling hazardous materials. Directs subordinates in the use of sprinkler and standpipe systems. Assists with providing for the needs of firefighting and emergency personnel and the coordination between fire personnel and law enforcement personnel at the scene of an emergency. Maintains fire ground communications. Oversees the investigation of the cause, origin and circumstance of fires. Provides for the security of the fire scene to prevent damage or removal of evidence. Testifies in court when required.

Provides for the maintenance of all department records and reports such as personnel records, records of activity, inventory records, or any others which may be required. Assists in making decisions concerning what information should be included in all records of the department, including determining what form this information should be kept. Assists with the preparation of payroll records. Writes reports, such as LFIRS reports, required to document the operation of the department by compiling and analyzing data. Assists with requests for grants or other special funds to aid in the operation of the fire service. Writes letters in answer to requests addressed to the fire department or as needed to handle problems. Personally completes forms and records as assigned.

Gives reports, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings as required. Participates in conferences, conventions, and other educational meetings. Assists with monitoring and evaluating local conditions which may become fire or safety hazards. Oversees and participates in the collection of information for pre-fire planning and becomes familiar with all area features which might become important in an emergency.

Oversees the development of a training program for the department, ensuring that the program is properly staffed and supplied with resources. Evaluates the training needs of the department and recommends outside training to meet these needs when necessary. Personally conducts training in the classroom and through drills and evolutions. Oversees and participates in training in areas such as basic firefighting; hydraulics; pump operations; driving fire equipment; nozzle and hose handling; breathing apparatus; rescue; fire extinguishers; forcible entry; ladders; fire streams;

ventilation; salvage and overhaul; pre-fire planning; sprinkler and standpipe; investigations; hazardous materials; emergency medical services, and supervision.

Supervises the general care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Oversees and participates in the testing of equipment in order to assure that equipment meets all applicable federal, state, and local standards. Researches methods of handling specific fire department tasks and sees that such tasks are either contracted for or assigned to qualified department personnel. Assists with the arrangement for repairs. Oversees and participates in the inspection of equipment after repairs to ensure that these were properly accomplished.

Coordinates special projects to enhance the public image of the fire department. Assists with the coordination of the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Informs the public and answers questions about the work of the fire department by means of talks, demonstrations, or distributions of literature. Assists with representing the department to the news media which includes releasing information and answering questions concerning the work of the fire department.

Assists with the preparation and submitting of a departmental budget. Assists with the purchasing of equipment and supplies, keeping such purchases within the established budget. Assists with writing specifications for new fire department equipment, including preparing specifications for public bids. Meets with sales representatives to review product and makes recommendations on major purchases for the department. Orders supplies and equipment and oversees the maintenance and distribution of supplies and equipment.

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 and maintain valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain by closing date for application to the board.

Must possess certification as Firefighter I, Firefighter II, Driver/Operator, Fire Service Instructor I and II, Fire Investigator, Hazardous Materials I, Hazardous Materials II, Fire Officer I, II, and III, immediately preceding the closing date for application to the civil service board.

The above certifications must be from the Louisiana Firefighter Certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPO) or the international Fire Service Accreditation Congress (IFSAC).

Must possess and maintain Nationally Registered Emergency Medical Technician Basic certification and American Heart Association CPR certification immediately preceding closing date for application to the civil service board.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must possess a Bachelor's Degree in Fire Science, EMS or related field and at least three (3) years as a regular and permanent employee in the fire or emergency medical service.

Or

Must possess an Associate Degree in Fire Suppression, EMS or related field and at least six (6) years as a regular and permanent employee in the fire service, at least three (3) of which should be in positions which include administrative or supervisory responsibility.

Or

Must possess a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years as a regular and permanent employee in the fire or emergency medical service, at least five (5) of which must have been in positions which include administrative or supervisory responsibilities.