

**ASSISTANT FIRE CHIEF**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the primary duty of which is assuming the responsibilities of the Fire Chief in the absence of the Chief. The Assistant Fire Chief is responsible for the fire prevention and investigation program and the department's personnel management functions. The incumbent in the position of Assistant Fire Chief assists the Chief in the supervision of paid and volunteer personnel, oversees the maintenance and repairs of department equipment and property, and supervises the records-keeping functions of the department. The Assistant Fire Chief serves as commander at the scene of a fire or emergency until relieved by the Fire Chief. This class ranks directly below that of Fire Chief, and work is reviewed and special assignments are given 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.

Assists the Fire Chief in managing the activities of the department, including acting as Fire Chief in the Chief's absence. Assists in setting goals and objectives for the department. Conducts inspections and evaluates the effectiveness of operations of the department, taking appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Studies laws, regulations, ordinances, and court rulings which may affect the operation of the fire department.

Monitors and evaluates local conditions which may become fire or safety hazards. Directs the inspection of buildings to determine the existence of potential fire hazards. Recommends changes in fire prevention codes. Reviews plans and blueprints for new construction. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; secures the fire scene; and collects and labels evidence of possible arson. Assists arson investigation personnel and testifies in court when required.

Conducts public education programs for the department by giving talks and demonstrations and distributing literature. Conducts polls and surveys to make recommendations for setting goals for the public relations program. Coordinates special public relations projects.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Gives reports, offers advice, makes recommendation, and keeps informed on local trends that may affect the fire service by attending meetings as required. Works with boards and agencies whose functions may affect the operation of the fire department.

Supervises the preparation and maintenance of department records and reports. Compiles and analyzes data and writes reports. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply.

Assists in managing the accounting for the money and assets of the fire department. Gathers information for and assists in preparing the departmental operating budget. Authorizes the expenditure of funds, making sure that such are in accordance with the budget.

Directs emergency scene operations including performing size-up, supervising rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and emergency medical services. Functions as part of the fire attack team. Oversees safety procedures at the emergency scene and participates in handling emergencies involving hazardous materials.

Supervises subordinate employees, delegating authority when appropriate. Inspects the appearance of assigned equipment and subordinate personnel. Assigns work or duty areas, and oversees and evaluates the work performance of subordinates. Writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances. Counsels employees who are experiencing work problems. Recommends disciplinary action.

Develops a training program for the department and provides for department or outside training for employees. Personally conducts formal and on-the-job training.

Supervises the general care and maintenance of fire fighting apparatus and equipment, stations and grounds, and related property. Arranges for repairs and maintenance and sees that such are correctly completed. Writes specifications for new fire department equipment. Orders and distributes supplies and equipment to personnel. Makes recommendations for and purchases equipment and supplies.

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 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 Fire Captain for at least one (1) year immediately preceding the closing date for application to the board.

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