

## **ASSISTANT FIRE CHIEF**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

This is a highly responsible position in the fire department in directing the activities of line operations of the department and assisting the chief in performing such administrative duties as are assigned. Assistant chiefs may be given responsibility to work an assigned shift and supervise all functions of the units working that shift including fire fighting, life saving, fire prevention, and records-keeping. This class ranks immediately below that of Fire Chief and in the absence of the fire chief, an assistant chief will be assigned to assume command of department operations. Work is reviewed by the fire chief both orally and through written reports.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Assumes command of the operations of the department in the absence of the fire chief.

Responds to alarms received on an assigned shift or as otherwise directed; directs and supervises employees and/or volunteers at the fire scene in fighting fire, rescue operations, and salvage and overhaul.

Supervises the maintenance of departmental equipment and keeps records of the use and deterioration of such equipment.

Keeps such departmental records as may be required including data on fires and personnel records, and furnishes such information to those lawfully entitled.

Purchases or recommends the purchase of equipment and supplies, keeping such purchases or recommendations for such within the budget provided.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must be a regular and permanent employee in good standing in the class of Firefighter/Operator.