

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

The class encompasses a responsible supervisory and administrative position, the primary duty of which is assisting the Fire Chief in overseeing all operations of the fire department. An employee of this class may be assigned the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief also assists in the care and maintenance of all department equipment and property, in conducting a fire inspection and investigation program, in assisting in the record keeping functions of the department, and in performing public relations duties, in addition to taking command and directing activities at the scene of a fire or other emergency until relieved by the Fire Chief. Employees of this class perform duties with little supervision, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

(Examples listed below are illustrative only. They are not intended to include all duties which may be logical assignments, neither are they intended to exclude other duties which may be logical assignments to this class.)

Assists the Fire Chief in managing the operations of the fire department. Performs the duties of the Fire Chief in the Chief's absence. Assists in setting management policies, goals, and objectives for the department, and in determining how the department should be organized. Conducts inspections of various divisions of the department and observes department operations. Reads correspondence addressed to the fire department and determines the type of action to be taken in reply. Keeps abreast of new laws, regulations, ordinances, and court rulings related to fire department operations.

Prepares budget for one assigned function or division of the department and assists in the preparation of the operating budget for the entire department. Gathers information to be used in compiling the budget, prepares estimates for revenues and expenditures.

Supervises the general care and maintenance of department equipment, apparatus, and property. Arranges for repairs and maintenance, and inspects after repairs to assure that repairs are properly accomplished. Maintains inventory of, disburses, and reorders supplies and equipment as required. Prepares specifications for new equipment, and purchases equipment and supplies, keeping such purchases within the established budget.

Supervises the preparation and maintenance of departmental records and reports, reviews records completed by subordinates, and periodically inspects the record-keeping systems and facilities. Personally completes records and reports as assigned. Writes requests for grants or other special funds to aid in the operation of the fire service. Writes letters addressed to the fire department in answer to written or oral requests.

Answers questions for the public about the operations of the fire department. Coordinates special projects related to public relations and to the image of the fire department. Acts as a consultant for volunteer fire departments, and coordinates the work of the department with related federal, state, and local agencies.

Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to exposures, and source of water supply. Takes charge of all safety procedures. Maintains communication between the fire scene and other authorized personnel, and calls for assistance when needed. Directs emergency scene operations and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage and overhaul, and emergency medical procedures. Personally acts as part of the fire attack team. Participates in handling emergencies involving hazardous materials.

Supervises subordinate employees. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Assigns work schedules and duty areas. Inspects the appearance of subordinate employees and assigned equipment. Discusses subordinate's work performance with subordinates and with the Fire Chief.

Develops a training program for the department, and provides for regular employee training at all levels within the department. Personally trains personnel through formal classroom instruction, drills and evolutions, and informal "on-the-job" training.

Directs the inspection of buildings to determine the existence of potential fire hazards. Enforces fire prevention codes for public assemblies, the handling, storage, and use of combustible materials, flammable liquids, and explosives. Recommends revisions in fire prevention codes. Collects information for pre-fire planning, including reviewing plans and blueprints for new construction. Makes recommendations concerning such plans.

Investigates the causes, origins and circumstances of fires occurring within the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Collects and labels evidence of suspected arson. Assists investigating personnel. Testifies in court when required.

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 medical examination 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 reasonable accommodation.

Must be a regular and permanent employee in the class of Fire Captain for one (1) year immediately preceding closing date for application to the board.

Must possess a valid driver's license.

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