

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions assigned by the Chief. 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 performs public relations functions, provides for the production and maintenance of department records and reports, and assists with the financial management of the department. The employee of this class takes command of emergency scene operations until relieved by the Fire Chief. 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.

Manages all department operations on one shift and performs the duties of the Fire Chief in his absence. Sets goals, objectives, and management policies for the department. Determines how the department should be organized and assists the Fire Chief in the research and planning for the department. Conducts inspections of various divisions and evaluates their effectiveness. Manages equipment operations and assists with monitoring local conditions which may become fire or safety hazards. Recommends changes in departmental operations which will help the city to obtain favorable ISO ratings. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations and testifies on proposed legislation before legislative committees.

Assists the Fire Chief in developing a personnel recruitment and selection program. Interviews prospective employees, makes recommendations for hiring, and keeps promotional eligibility

lists. Supervises positions comprising of fire suppression, fire prevention, fire communications, and fire service support classifications. Promotes peace and harmony within the department, maintains discipline, counsels employees who are experiencing work problems, and works with employee groups. Delegates authority to subordinates for the more effective operation of the department. Holds meetings with department personnel, inspects the appearance of equipment and employees, and assigns work or duty areas. Approves leave, evaluates work performance, and reviews employee reports. Provides technical assistance to subordinates, resolves employee complaints and grievances, and writes employee evaluation reports.

Responds to all emergency calls and supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescue operations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Personally acts as part of the fire attack team, and takes charge of all safety procedures. Performs size-up of the emergency scene and supervises exposures operations, fire extinguishment, pump operations, and use of water supplies. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays operational information. Provides for the needs of emergency personnel at the scene. Acts as coordinator between fire fighting personnel and law enforcement personnel.

Investigates all accidents involving department equipment or personnel, determines cause, and recommends procedures to avoid future accidents. Develops a training program for the department and sees that such program is properly staffed and supplied. Provides for regular employee training at all levels within the department and conducts classroom training in basic firefighting, fire equipment, EMS, forcible entry, water supplies, and salvage and overhaul. Oversees training in fire attack, supervision, hazardous materials, inspection, and investigation. Directs the inspection of buildings to determine potential fire hazards, recommends changes to fire prevention codes, and reviews plans for new construction.

Purchases equipment and supplies, keeping such purchases within the established budget. Supervises the preparation and maintenance of the records and reports of the department. Makes recommendations on what information should be kept in department records and how those records should be maintained. Completes any forms and records assigned, including payroll records and

LFIRS reports. Writes requests for funds to aid in the operation of the fire service.

Assists the Fire Chief with managing the accounting for the money and assets of the entire department. Gathers information to be used in compiling budgets and assists with preparing the departmental operating budget. Aids the Fire Chief in preparing expenditure estimates and revenue estimates. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes newspaper articles or any other type of official department position paper for publication. Informs the public about fire department work through talks, demonstrations, and the distribution of literature. Conducts polls or surveys regarding the fire service, analyzes the data, and recommends needed policy changes based on the data. Acts as department representative to the news media, answers questions for the public about fire department operations, and conducts group tours of department facilities. Coordinates public relations projects and works with related agencies. Acts as consultant for volunteer departments in surrounding areas.

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 a valid driver's license.

Must be a regular and permanent employee in the class of District Fire Chief with at least five (5) years in that class immediately preceding closing date for application to the board.

Prior to closing date for application to the examination must have obtained Firefighter I & II, Hazmat Awareness and Hazmat Operations, Officer I & II, and Instructor I & II.