



## Assistant Fire Chief

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### **DEFINITION**

Under general direction, participate in directing, managing, supervising, and coordinating Fire Department programs and activities including fire prevention, suppression, investigation, inspection, and public education; to coordinate assigned activities with other City departments, divisions, and outside agencies; and provide highly responsible and complex administrative support to the Fire Chief.

### **SUPERVISION RECEIVED**

Reports to the Fire Chief.

### **SUPERVISION EXERCISED**

Exercises direct supervision over part time supervisory, technical, and administrative support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for Fire Department programs, services, and activities including fire prevention, suppression, investigation, inspection, and public education.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Fire Chief; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, coordinate, and review the work plan for the Fire Department; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Participate in the development and administration of the Fire Department annual budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for the Fire Department with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence; participate in providing technical presentations to the City Administrator, City Council, and various groups.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.

Respond to fire, medical, rescue, and hazardous material alarms; assume command responsibility at fire or emergency as required.

Supervise the maintenance of all fire units and communication and disaster equipment; oversee the testing of apparatus, hoses, hydrants, and related equipment; dispose of outdated and expired equipment.

Prepare and implement fire prevention awareness programs for schools, businesses, and the general public.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire science.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as the Fire Chief upon the request or absence of the Fire Chief.

Assist with City Emergency Management duties as assigned.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **ESSENTIAL JOB RELATED QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of comprehensive fire prevention and fire suppression programs.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Pertinent federal, state, and local laws, codes, and regulations including Uniform Fire Code.

Modern fire prevention, fire suppression, and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus, equipment, tools, and devices.

Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Principles and practices of budget preparation and administration.

Incident command theory.

Emergency Management principles and practices.

Principles of supervision, training, and performance evaluation.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate emergency response equipment vehicles and equipment, fire engines, and fire rescue equipment safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Fire Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient fire suppression and fire prevention services.

Manage, direct, and coordinate the work of part time supervisory, technical, and administrative support personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Plan, direct, and review fire suppression, fire and life safety code compliance, and hazardous materials emergencies operations and activities.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Make technical and emergency decisions quickly and calmly under emergency conditions.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Eight years of increasingly responsible fire suppression and prevention experience including four years of experience comparable to that of a Fire Captain.

### **Training:**

Bachelor's degree from an accredited college or university with major coursework in fire science or a related field or equivalent training and coursework.

### **License or Certificate:**

Possession of Firefighter I and II, Fire Apparatus Operator, Fire Instructor II, and Fire Officer III certifications.

Possession of, or ability to obtain, an appropriate, valid driver's license.

## **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift/pull/drag 125 lbs.; exposure to cold, fire, heat, smoke, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call and emergency call.

Effective date: October 2003

Revised: February 2009