

Assistant Fire Chief

GENERAL PURPOSE

Protects life and property by performing firefighting, emergency medical, hazardous materials response, and other duties as assigned. Serves as department training officer and department safety officer. Responsible for the overall direction of fire department operations and administration in the absence of the fire chief.

SUPERVISION RECEIVED

Works under the general guidance and direction of the fire chief.

SUPERVISION EXERCISED

Supervises company officers. Has the ranking responsibility, authority, and accountability for all of the department's training programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, direct, and coordinate department activities to ensure that activities are carried out in accordance with departmental objectives.
- Assist the fire chief in coordinating and managing the fire department budget process, including preparation and monitoring of the operating and capital budgets, and recommendations for adjustments and capital expenditures.
- Assist the fire chief in strategic and tactical planning, to assure the most efficient development and use of department resources.
- Monitor and observe department activities and personnel to ensure conduct and performance conform to department standards, policies, and procedures.
- Assist the fire chief in periodically updating to department policies, procedures, and guidelines.
- Assist the fire chief with recommendations for hiring and promoting members, and administering disciplinary action to department members.
- Reviews various materials for compliance with department policies, state and federal laws rules and regulations.
- Prepare and maintain a variety of detailed reports and records on departmental activities including, but not limited to, incident reports, training reports, personnel evaluations, etc.
- Participate in formulating and administering department policies and developing long-range goals and objectives.
- In collaboration with the fire chief, oversee subordinate staff by providing work direction, resolving problems, preparing shift schedules, and setting deadlines to ensure completion of operational functions
- Organize emergency services for special events conducted within the city.
- Respond to fire, medical, and other emergency incidents; serve as Incident Commander; direct the placement of fire personnel and fire apparatus during emergency scene operations; determine tactics and strategies necessary; assist in firefighting operations as necessary
- Evaluate and review performance to assess training needs.

- Develop and coordinate the delivery of all fire department training programs to all department members in both classroom and field locations.
- Ensure the annual completion of all minimum training hours required by ISO, the Firefighting Commission, and other agencies so that maximum credit is received for department performance evaluations for training activities.
- Coordinate and ensure that adequate training is offered to new personnel to ensure they are able to safely operate and deliver effective customer service when they are placed into line positions.
- Approves training requests, based on organization position requirements, for internal and external training opportunities.
- Assists with the career development of all department personnel.
- Complete assigned projects and duties in a safe and timely manner.
- Maintain open communication and effective working relationships with co-workers, other city departments, residents, business owners, public and private organizations, other fire departments, and various local, state and federal agencies.
- Serve as the fire department safety officer and ensure that necessary safety procedures are in place and followed by department personnel.
- Perform other duties as requested or assigned, which are reasonably within the scope of the duties above.
- Assume the duties of the fire chief as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Peripheral Duties

- Take appropriate action to maintain department equipment, supplies, and facilities.
- Responsible for the overall direction of fire department operations and business in the absence of the fire chief.
- Represent the department in a variety of local, county, state, and other meetings, conference, and public functions as assigned.
- Manage assigned department programs.

MINIMUM QUALIFICATIONS

- Must possess a bachelor's degree in fire science or related field
- Fire Officer I certification from the Tennessee Commission on Firefighting
- Must be twenty-one (21) years of age.
- Must possess a valid Tennessee driver license.
- Must be able to read, write, and speak the English language.
- Must be able to meet the physical requirements of the department.
- Must successfully pass required background check and drug screening

Education and Experience:

- Must have a minimum seven years fire service experience, with two years in fire service management.
- Must have successfully completed and maintain all requirements and skills of a Fire Captain.
- Must have successfully completed ISO Fire Department Grading Process training.
- Must have successfully completed Fire Officer II training from the Tennessee State Fire Academy or equivalent training.
- The education and experience requirements in this position description do not apply to personnel presently in this position but does apply when considering promotions or new hires.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Fire administration, personnel management and budget administration
- Fire suppression, rescue, and emergency medical services principles, techniques, practices, apparatus, equipment, techniques and methods.
- Hazardous materials emergency operations and management.
- Local, state and federal laws governing fire/rescue services.
- TOSHA/OSHA, NFPA, and general industry standards.
- Training development, techniques, drills, and testing.
- Fire behavior and characteristics.
- Department policies and procedures.
- All department vehicles and equipment capabilities, as well as knowledge of vehicle and power tool mechanics and operation.
- Supervisory and motivational skills necessary to effectively manage department personnel.

Ability to:

- Effectively supervise others.
- Follow verbal and written instructions.
- Communicate effectively, both orally and in writing.
- Ability to speak effectively before officials and public groups
- Establish and maintain effective working relationships.
- Handle sensitive information in an appropriate manner.
- Handle all physical requirements of the job.
- Analyze situations quickly and make decisions regarding the management of emergency situations.
- Work effectively as part of the management team.
- Research and evaluate programs to meet departmental training needs.
- Identify problem areas and make recommendations.
- Prepare concise state and departmental reports and records.

TOOLS AND EQUIPMENT USED

Included but not limited to, fire apparatus and fire pumps, hoses, ladders, axes, pike poles, self-contained breathing apparatus, other standard firefighting equipment, radio, pager, personal computer, telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sometimes for long periods of time. The employee frequently is required to walk, use hands and fingers to grasp or feel, reach with hands and arms, such as in handling hoses and other firefighting equipment, sometimes for prolonged periods of time, climb or balance on stairs and ladders, stoop, kneel, crouch, or crawl while fighting fires and/or assisting in search and rescues, speak or hear, and taste or smell. The employee is occasionally required to sit while completing reports or driving a service vehicle or fire apparatus. The employee must regularly lift and/or move up to 50 pounds (various firefighting gear and equipment, frequently lift and/or move up to 100 pounds (hoses and ladders), and occasionally lift and/or move more than 100 pounds (injured or sick people, or items creating obstacles). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

In addition, must be physically able to perform firefighting operations wearing a complete set of personal protective equipment including self-contained breathing apparatus (SCBA) in accordance with all applicable OSHA/NIOSH rules and regulations, as well as all applicable department guidelines.

This position requires the emotional and psychological stability needed to work in a professional emergency service environment. A command fire officer must be able to accept constructive criticism in a mature fashion, effectively communicate and interact positively with fellow employees and the public, function as part of a team, tolerate and function effectively under stress, deal calmly and effectively with extreme trauma, violence, physical and mental illness, disability, injury and death.

The position involves regular and irregular shift work necessary to provide fire protection 24 hours a day, 7 days a week. The work schedule is normally Monday-Friday, 8 to 5, but may be extended in the event of training needs, staffing shortages, workload, calls in progress, or disasters. The employee must be available and present for work as scheduled, be on call as ordered or needed in an emergency, and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and extreme weather conditions for prolonged periods, such as heat, humidity, snow, sleet, rain, ice, wind and fog. Work is sometimes performed in emergency and stressful situations in which the employee is frequently exposed to hazards associated with emergency driving and work in and around traffic. The employee is frequently exposed to varying weather conditions, varying elevations, vibration, and in atmospheres of extreme temperatures. The employee is occasionally exposed to atmospheres involving chemicals, smoke, high voltage, and/or radiation. In addition, the employee risks exposure to persons and/or articles with contagious and/or communicable diseases and hazards associated with natural and man-made disasters. The noise level in the work environment is usually moderate but may be loud for extended periods of time.

The above statements in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.