

Jurisdictional Class: Competitive
Adopted: May 9, 1991
Revised: April 23, 2010

ASSISTANT FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The Assistant Fire Chief performs important administrative work as directed by the Fire Chief in the planning and directing of all fire fighting and fire prevention activities. The Assistant Fire Chief exercises full control of departmental activities in the absence of the Fire Chief. A high degree of responsibility for the protection of lives and property is entailed. The Assistant Fire Chief is the primary departmental training officer and acts as liaison, recruiter, coordinator and trainer for all volunteer firefighting assistance. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Responds to fire alarms while on duty and to general alarms at all times;
Exercises command of all companies responding to an alarm in the absence of or until the arrival of the Fire Chief;
Assigns companies to lay out and connect hose lines and nozzles, turn water on and off, raise ladders, and ventilate buildings;
Directs salvage operations during and immediately following the fire;
Inspects property at scene of fire to prevent re-ignition;
Maintains discipline;
Inspects equipment, grounds, and station to ensure proper order and condition;
Inspects and supervises the inspection of buildings and premises for fire hazards;
Supervises training and drilling of subordinates;
Reports to Fire Chief on conduct of personnel, state of equipment, and all departmental activities, and make suggestions for improvements;
Recruits and coordinates volunteer platoon for integration and implementation in department, coordinates volunteer training and joint volunteer/paid training exercises.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern fire fighting principles, practices, and equipment, and fire prevention methods;
Thorough knowledge of the municipal building codes, fire prevention laws, and ordinances;
Thorough knowledge of the geography and conditions of buildings within the municipalities;
Thorough knowledge of first aid methods;
Thorough knowledge of safety precautions involved in firefighting;
Good knowledge of department administration;
Ability to establish and maintain good working relationships with others;
Ability to plan and direct the work of subordinates and volunteers maintaining discipline and morale;
Ability to prepare complex oral and written reports;
Ability to recognize fire hazards;
Sound judgment.

MINIMUM QUALIFICATIONS: Two (2) years of supervisory experience as a Fire Captain or four (4) years of supervisory experience as a Fire Lieutenant.