

Jurisdictional Class: Competitive
Adopted: May 9, 1991
Revised: August 22, 2022

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 firefighting and fire prevention activities. The Assistant Fire Chief exercises full control of departmental activities in the absence of the Fire Chief. The Assistant Fire Chief supervises, disciplines and evaluates subordinate staff. The Assistant Fire Chief oversees the maintenance of all vehicles and equipment within the Fire Department. The work is performed under the general direction of the Fire Chief in accordance with established policies and practices. A high degree of responsibility for the protection of lives and property is involved. The Assistant Fire Chief reviews the training, testing and drilling of subordinate personnel. The Assistant Fire Chief acts as liaison, recruiter, and coordinator for all firefighting and volunteer firefighting personnel. 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;
Supervises and directs emergency response activities at emergency incidents and secures the scene;
Exercises command, control and supervision of all companies responding to an alarm in the absence of or until the arrival of the Fire Chief;
Determines and directs the proper deployment of personnel and equipment at emergency incidents and arranges for additional personnel and equipment if necessary;
Represents the Fire Department at meetings as directed by the Fire Chief;
Supervises, directs, evaluates, daily activities of shift personnel;
Directs salvage operations during and immediately following the fire;
Inspects property at scene of fire to prevent re-ignition;
Maintains discipline;
Prepare a variety of reports;
Inspects equipment, grounds, and station to ensure proper order and condition;
Inspects and supervises the inspection of buildings and premises for fire hazards;
Reviews the training and drilling of the Fire Department to ensure that standards are met;
Maintains policies, standard operating procedures and standard operating guidelines under direction from the Fire Chief;
Reports to Fire Chief on conduct of personnel, state of equipment, vehicles, and all departmental activities, and makes suggestions for improvements.

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 emergency medical service and first aid methods;
Thorough knowledge of safety precautions, hazardous materials involved in firefighting;
Good knowledge of rules and regulations of Department;
Good knowledge of department administration;
Good knowledge of the use and maintenance of firefighting, rescue and emergency medical equipment;

Assistant Fire Chief

Ability to establish and maintain good working relationships with others;
Ability to plan and direct and supervise the work of subordinates and volunteers;
Ability maintain discipline and morale;
Ability to lead and command effectively in emergency situations;
Ability to prepare complex oral and written reports;
Ability to recognize fire hazards;
Sound judgment.

MINIMUM QUALIFICATIONS: Must meet all of the criteria listed below:

- 1) Twelve (12) years as a paid career firefighter; and
- 2) One (1) year of supervisory experience as a Fire Captain or three (3) years of supervisory experience as a Fire Lieutenant.

SPECIAL REQUIREMENT: Must possess a firefighter certification from the Office of Fire Prevention (OFPC).

Note: If you are eligible for the certification, you may be admitted to this examination; however, you will not be certified for appointment until you have submitted proof of possession of the required OFPC firefighter certification.