

## **JOB DESCRIPTION: ASSISTANT CHIEF**

### **PURPOSE:**

To describe the distinguishing features of work, examples of essential duties and responsibilities, other duties and responsibilities, qualification requirements, certifications and demands of the individual employed as rank of Assistant Chief.

### **DISTINGUISHING FEATURES OF WORK:**

The Assistant Chief is a senior staff position that reports directly to the Fire Chief. The Assistant Chief performs a wide variety of management, supervisory, technical, and administrative activities within the Fire Department, including line operations and/or staff services.

The Assistant Chief's responsibilities include, but are not limited to, the direction and assignment of personnel in fire suppression, EMS, and other emergency responses under the auspices of the Department's Incident Command System.

### **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

Listed below are representative descriptions of the kinds of essential duties and responsibilities that this position includes:

- Performs all of the illustrative examples of work of the ranks of Captain, Lieutenant, and Firefighter.
- Responds to fire, EMS, and other emergency responses and acts as Incident Commander, Sector Officer, or Safety Officer as needed or directed by Command.
- Directs and supervises the activities of the Fire Department as assigned, does related work as required.
- Shall put into effect the policies and guidelines of the Fire Department. In the absence of the Chief, he/she shall be responsible for the department, performing duties and exercising the authority of the Chief.
- Shall assume command until the arrival of the Chief
- Shall keep himself/herself fully informed of conditions concerning the Department, heed all evidence of neglect or inefficiency and take corrective action as required and report promptly such action to the Chief.
- Shall prepare and submit reports and records as required by the Chief and perform other related duties as assigned.
- Will deploy fire personnel and necessary equipment for fire suppression. Upon being satisfied that personnel and equipment in his charge are functioning properly, he will report to the Chief.
- Responsibilities

- Must set an example to the firefighters. This includes attending meetings, training, and his behavior both at emergency operations and Fire Department activities.
- Responsibilities to ensure the safety of all firefighters and make sure all operations are executed in a safe manner.
- Experience
  - Requires experience as a Lieutenant and/or Captain to the degree that the Assistant Chief can instruct, train, and motivate subordinate officers and other personnel.
  - Requires thorough knowledge of the operational aspects of fire fighting and other related emergency responses as to successfully direct these operations during incidents.
  - Requires thorough knowledge of modern equipment, products and apparatus used in fire fighting and other emergency related responses.
  - Requires thorough knowledge of the streets, geography, landmarks, and buildings within the Fire District; requires extensive knowledge of the streets and landmarks of surrounding municipalities and fire districts.
  - Requires extensive knowledge of the operational aspects and capabilities of surrounding fire departments.
  - Requires thorough knowledge of the hazards involved and the safety-related precautions, standards, and regulations to be considered during emergency operations.
  - Firefighter II Certification preferred