

ASSISTANT FIRE CHIEF

Definition

To plan, organize, direct and coordinate the fire operations division of the fire Department; to supervise and support the three operations Battalion Chiefs; to provide highly responsible and technical staff assistance to the Fire Chief; to act as Fire Chief as assigned.

Supervision Received and Exercised

General direction is provided by the Fire Chief. Responsibilities include the functional supervision of departmental personnel through the operations Battalion Chiefs' position.

Examples of Duties

Duties may include, but are not limited to, the following: assists in the planning, development, and implementation of policies, goals, objectives and priorities; plans, directs and participates with department management staff in research and development, personnel, budget, and general administrative activities; participates in departmental fire prevention and public education activities; responds to major emergencies and assumes command at his direction; prepares memoranda, operational orders, administrative orders and departmental activity reports and records as assigned. Assists in budget preparation and administration; responds to difficult complaints and requests for information; makes presentations before the City Council, City Boards and Commissions and community organizations; represents the City in relationships with the public, media, community groups and professional organizations; coordinates Fire Department activities with other City departments and divisions, and outside agencies; supervises, trains and evaluates staff; assists in selection of staff; performs related duties as assigned.

Employment Standards

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of supervisory experience in the fire service. At least two years of this experience must be in the Battalion Chief level or above.

Education: Equivalent to completion of two years of college with an Associate of Arts Degree including or supplemented by courses in Fire Science or related field. A Bachelor's Degree in Public Administration or a related field is desirable.

Knowledge and Abilities

Knowledge of: Principles, practices, methods and techniques of modern emergency medical services, hazardous materials, fire prevention and suppression activities; operation and capability of firefighting apparatus and equipment; principles and practices of modern municipal fire department administration and personnel training; principles and practices of organization, administration, budgeting and personnel management; applicable laws, rules, regulations, ordinances, and codes pertaining to fire protection.

Ability to: Plan, direct, and organize fire prevention, suppression and support activities; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, orally and in writing; supervise, train and evaluate subordinates; formulate and administer sound departmental policy.

License or Certificate

Possession of an appropriate California motor vehicle operator's license. California fire Service Training and Education System Certified chief Officer certification is desirable.