

## **ASSISTANT FIRE CHIEF**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the City Fire Department and involves administrative responsibility for the work of the fire department within broad limits of departmental rules and policy and instructions from the Fire Chief. An Assistant Fire Chief assists the Fire Chief in department administration and operations and may be assigned to exercise full control of the departmental activities in the absence of the Fire Chief. A high degree of responsibility for the protection of lives and property is involved. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and organizes workloads and staff assignments and makes changes in priorities and schedules as needed;

Supervises and assists in salvage operations during and immediately following a fire;

Responds to all alarms while on duty, and 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 various tasks such as laying out and connecting hose lines and nozzles, turning water on and off, raising ladders and ventilating buildings;

Inspects property at scene of fire to prevent re-ignition;

Recommends and implements policies, procedures and performance standards to ensure efficient and effective services;

Maintains discipline of fire department employees;

Inspects equipment, grounds, and stations to insure proper order and condition;

Inspects buildings and premises for fire hazards;

Makes periodic reports of personnel and activities;

Makes recommendations to the fire chief for improvements in the service;

Trains and drills subordinates;

Supervises training of new recruits and personnel already in service;

Stays current with developments in fire science and technology.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern fire fighting and fire prevention methods, practices and equipment;

Thorough knowledge of the City's building code and fire prevention laws and ordinances;

Thorough knowledge of rescue, emergency medical services and first aid techniques;

Thorough knowledge of the geography and building conditions of the City;

Good knowledge of the principles and practices of supervision;

Good knowledge of the New York State Uniform Fire Prevention and Building Code;

Ability to recognize fire hazards and corrective action needed;

Ability to plan and supervise the work of subordinates;

Ability to establish and maintain good working relationships with others;

Ability to communicate effectively both orally and in writing;

Ability to react calmly and effectively at fire scenes;

Resourcefulness;

Sound judgment in emergencies;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience as a fire captain or four (4) years of experience as a fire lieutenant.