

# **PONDEROSA FIRE DEPARTMENT**

## **JOB DESCRIPTION**

### **ASSISTANT FIRE CHIEF**

**Effective Date: June 5, 2012**

#### **POSITION OVERVIEW:**

---

The fundamental reason this classification exists is to manage a division of the Fire Department. This position is responsible for managing one or more sections of the department. The Assistant Chief reports directly to the Fire Chief. The Assistant Fire Chief supervises the Deputy Chief and is currently responsible for department training and is the liaison with state certifying agencies. Persons assigned to this position have latitude for decision-making and independent action for planning, intervention strategies, and action plans for programs within the Fire Department. Work in this position requires managerial knowledge, effective teamwork, and independent decision-making.

#### **GENERAL FUNCTIONS:**

- Provides oversight to all major Fire Department divisions and reports to the Fire Chief
- Assist with development and management of the department budget
- Evaluates performance and develops intervention strategies where appropriate
- Develops department goals and objectives with the Fire Chief and as a member of the Command Staff in the second position of the organizational hierarchy.
- Assumes responsibilities of the Fire Chief when designated and/or necessary
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Responsible for planning and implementation of department training
- Is the Department Certification and Training Coordinator between the responsible state agencies
- Responsible for Instructor and training committee quality assurance
- Responsible for facility planning and maintenance oversight
- Serves as program coordinator for Special Teams
- Communicates activities with the Command Staff and respective station members
- Operates department Local Area Network (L.A.N.) and other technology based tools and equipment
- Assures periodic station inspections and reports/assigns needed repairs
- Assures periodic apparatus inspections and reports/assigns needed repairs

## **TRAINING RESPONSIBILITIES:**

- Responsible for planning and implementation of department training and related data
- Responsible for Instructor and training committee quality assurance
- Supervises the Recruit Training Academy in conjunction with the Academy's coordinator
- Responsible for securing and instructing specialty classes for Special Teams
- Instructs and drills members in firefighting and emergency medical service techniques to ensure minimum company standards are maintained
- Ensure personnel are familiar and proficient with the Fire Department's guidelines and operations
- Attends in-service classes in firefighting, emergency medical services, and related duties
- Maintains and improves certification and education levels as necessary and appropriate

## **INCIDENT RESPONSIBILITIES:**

- Responds to fire / medical incidents and other related emergency requests as necessary
- Directs and coordinates emergency scene activities unless and until relieved of command by higher ranking Officer.
- Is directly involved with emergency situation leadership and operations including key positions within the incident command system
  - Administers emergency medical services to injured persons
- Assures fire apparatus and equipment is in a state of readiness.
- Assures reports of all fires, related emergency activities, reports concerning the use of and condition of apparatus, related equipment, and supplies.

## Required Knowledge, Skills, and Abilities:

Knowledge of:

- Firefighting principles, practices, and procedures
- Emergency medical service techniques
- The geographical layout and knowledge of the fire department district.
- The operation and maintenance of various types of apparatus and equipment used by the fire department
- Public management and budgeting
- Laws, department rules, and policies relating to the management of all service delivery and support programs
- The organizational philosophy and policies that directs all managers and executives.
- Executive management skills

Ability to:

- Maintain managerial control under extremely stressful conditions
- Work cooperatively with superiors, subordinates, peers, and the public
- Continue to learn new management methods to improve effectiveness and efficiency
- Develop plans and programs for more effective and efficient fire protection and public safety
- Exercise a high degree of self-discipline
- Perform a broad range of supervisory responsibilities over others
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Work safely without presenting a direct threat to self or others
- Train and instruct employees in modern firefighting principles, practices, and procedures.
- Observe or monitor people's behavior to determine compliance with prescribed operating or safety standards
- Understand and follow oral and written instructions in the English language
- Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions
- Make life and death decisions during emergency situations
- Work in a variety of weather conditions with exposure to the outdoor elements
- Learn job related material through structured lecture and reading and through oral instruction and observation.
- Capable of using Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases

Additional Requirements:

- Remain in acceptable physical condition to actively participate in emergency responses
- Other essential and marginal functions depending upon work location, assignment or shift.
- Proper use of personal and department vehicles.
- Must be physically capable of operating the vehicles safely, possess a valid Class B Driver's license, and have an acceptable driving record
- SFFMA Module 2-Firefighter 1 (Basic) and Instructor Level 1, NFPA 1041 Instructor 1, or TCFP Basic firefighter and TCFP Instructor 1
- Capable of certification as a Department Training Coordinator with the SFFMA
- A minimum of 3 years in good standing with the PFD immediately prior to this position appointment
- Certified as a minimum as Texas EMT-B