

ASSISTANT FIRE CHIEF

GENERAL STATEMENT OF DUTIES: Under general direction, assists in the overall operation of a fire department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting the Fire Chief in the supervision of the department. Work may also involve specialized responsibility such as conducting drills and instructing fire department personnel in addition to administrative work.

EXAMPLES OF WORK: (Illustrative Only)

Responds to all alarms and, in the absence of the Fire Chief, directs fire-fighting operations;

Assists the Fire Chief in planning and directing the work of the department;

Prepares work schedules;

Inspects personnel, station(s), and equipment for proper appearance and condition;

Directs and assists in the inspection of buildings and premises for fire hazards;

Assists in the preparation of the departmental budget;

Prepares reports on personnel and activities;

Addresses public or private groups on fire-fighting or fire prevention activities.

May be in responsible charge of a tour of duty;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of modern fire-fighting, fire prevention and first aid methods; good knowledge of the municipality's building code, geography, and fire prevention regulations; ability to address civic groups, groups of citizens, or students on fire prevention, hazards and the organization and operation of a fire department; administrative ability; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness and good judgment in emergencies; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Eligibility for promotion may be restricted to the next lower rank or ranks:

If open to Captain:

One (1) year of permanent service as a paid Fire Captain.

If open to Captain and Lieutenant:

Two (2) years of permanent service as a paid Fire Officer.

If open to entire department:

Six (6) years of permanent service as a paid Firefighter and/or Fire Officer.

Towns & Villages,
Special Districts,
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0102