

## ASSISTANT FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting the Fire Chief in the supervision and overall operation of the fire department. Work may also involve specialized responsibility such as conducting drills and instructing fire department personnel, in addition to administrative work. Does related work as required.

### 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;

Uses 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; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; 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:

Departments in which the direct-line of promotion is Fire Captain

1. Fire Captain: One year of permanent competitive class service as a paid Fire Captain
2. If open to Fire Lieutenant: Two years of permanent competitive class service as a paid Fire Lieutenant