



## POSITION DESCRIPTION

Class Title: Assistant Fire Chief  
Department: Wytheville Fire  
Worker's Comp Group No. 054  
Date: August 26, 2019

### **GENERAL PURPOSE:**

The role of the Assistant Fire Chief is to assist in planning, directing and implementing the activities and operations of the Fire Department, including but not limited to fire suppression, hazardous material mitigation, fire prevention, public education, incident command and administrative support. To assist in coordinating assigned activities with other departments and outside agencies; and to provide highly responsible and complex executive level support to the Fire Chief as a member of the Fire Chief's management team.

### **SUPERVISION RECEIVED:**

Works under the close supervision of the Fire Chief

### **SUPERVISION EXERCISED:**

Manages Shift Officers and personnel assigned to each shift

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe.

Participate in development and management of the Department's Strategic Plan.

Provide a positive leadership and development to various Department personnel to foster a qualified and capable staff.

Participate in the development, administration and management of the Fire Department budget; participate in the forecast of funds needed for effective operation of the Department; monitor and approve expenditures.

Respond to major emergencies and assume an appropriate role within the Incident Command System.

When directed, fill in as the acting Fire Chief in his/her absence.

Provide positive leadership, direction and control of all members of the Department.

Other duties as may be assigned.

**PERIPHERAL DUTIES:**

Receives complaints from general public, in person and by telephone and initiates necessary police, fire, rescue or other action; responds to emergency calls; obtains all available information and informs appropriate police, fire, rescue, or other personnel of nature of the emergency.

Receives and transmits police, fire, and rescue messages by radio and telephone, directing officers on duty to meet a variety of problems requiring public safety action.

Performs clerical and typing duties as directed such as typing correspondence and reports and maintaining card files.

Enters pertinent information into Computer Aided Dispatch Station and enters other relevant information into Records Management Databases in support of the Public Safety Secretaries.

Scans and indexes all Departmental documentation into a Document Storage Retrieval Database.

Assists the public as needed, and performs related work as required.

**DESIRED MINIMUM QUALIFICATIONS:**

10 years of increasing responsible command and supervisory experience in an organized Fire Department

Certifications (minimum): EMT, FF2, Officer 2, Instructor 2, EVOC, ICS 100, 200, 300, 400, 700, 800

High School Diploma with at least 60 hours of college credits

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Working knowledge of modern fire suppression and prevention; Working knowledge of first aid and resuscitation techniques; Working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.

Skill in the operation of listed tools and equipment.

Ability to perform work requiring good physical condition, ability to communicate effectively, both verbally and in writing, ability to handle stressful situations.

Ability to follow verbal and written instructions.

Ability to communicate effectively, both verbally and in writing.

Ability to establish effective working relationships with members, other agencies and the public.

Ability to work on your own and take initiative.

**SPECIAL REQUIREMENTS**

(A) Must possess or be able to obtain by the time of hire a valid State Driver's License.

(B) Ability to meet Department's physical standards.

(C) Must live within a reasonable radius of the Fire Station.

**TOOLS AND EQUIPMENT USED:**

Variety of fire trucks, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, cell phone and phone, computer aided systems, fax machine and copy machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle, or operates objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, solvents and oils. The noise level is usually quiet in a firehouse setting and loud at an emergency scene.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview, criminal background check, driving records, physical examination, psychological examination, physical agility test, written test, and job-related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.