

**CLASS DESCRIPTION****ASSISTANT FIRE CHIEF****GENERAL**

Responsible administrative and operational work in overseeing the day-to-day operations of the Fire Department through direct supervision of the three shift commanders.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Communicates and implements the short and long range programs established by the Fire Chief and the Fire Department staff.
- Oversees personnel issues within the department including labor relations.
- Carries out all departmental directives given by the Chief.
- Responds to alarms and directs firefighting operations on a City-wide basis. Inspects stations and equipment for proper appearance and condition.
- Conducts drills and gives instructions in firefighting methods. Directs and oversees inspection of buildings and premises for familiarization purposes.
- Makes reports concerning personnel and activities.
- Responsible for all personnel records.
- Reviews and revises rules, policies and procedures.
- Assumes command in the absence of the Fire Chief.
- Performs other job related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of departmental rules and regulations and of fire prevention laws and ordinances.
- Knowledge of departmental training programs.
- Knowledge of the geography of the City.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance

**MINIMUM QUALIFICATIONS**

Associates degree in EMS, Fire Science or in Public Management with Fire Science option. Or, a four-year graduate from the National Fire Academy, Executive Fire Officer Program. Extensive successful firefighting experience which included experience as an officer in a line or staff function. Must meet State of Florida Minimum Standards.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. May be necessary to respond to an emergency situation in which walking, running, climbing, reaching, bending, lifting, pushing and pulling 100 lbs. or more is required and the ability to respond quickly. The noise level in this environment is usually quiet, but may be loud in rescue situations.

**SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record. State Certified Firefighter, EMT or paramedic. EVOC, CPR or ACLS, HAZMAT, 1st Responder instructional techniques for company officers, fire codes and prevention.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Rev. 12/16

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 38/50

**Location:** Fire Department

**GERS:** Regular Class