

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 745

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

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or 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 interact effectively with public.

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.

Rev. 7/95

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