

Title: Assistant Fire Chief
PG: PB5
Status: Civil Service
Position Reports to: Fire Chief
Department: Fire/Administration/Operations

Class Code: 1008
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible managerial and administrative work assisting in planning, organizing, and directing the activities of the Fire Department's Administrative and Operations Divisions. Work involves responsibilities for assisting in the administration and coordination of Fire Department activities, including assisting in the preparation of the annual budget and taking charge of major emergency scenes. Supervises directly, or through subordinate supervisors, the employees of the department. Duties are performed with considerable initiative under the supervision of the Fire Chief.

ESSENTIAL FUNCTIONS:

1. Assists in budgetary considerations.
2. Takes charge of major emergency scenes.
3. Coordinates inter-division activities.
4. Gives presentations to the public.
5. Establishes training activities and new policies for the department.
6. Coordinates transfers of employees.
7. Analyzes injury reports.
8. Prepares appraisal reports.
9. Liaison to other City departments.
10. Participates in promotional review board.
11. Plans and organizes the Maintenance Division and Training Division.
12. Coordinates firefighter interview board for new employees.
13. Assumes command of department in absence of Chief

ADDITIONAL RESPONSIBILITIES:

1. Works directly with purchasing in making purchasing decisions, maintains inventory and placement of records.
2. Directs office personnel and investigates complaints on charges against personnel.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the principles of modern fire department apparatus and equipment.
2. Extensive knowledge of principles in modern firefighting, rescue operations and medical emergencies.
3. Knowledge of the City's streets, buildings, and water system.
4. Evaluates computer needs, operations, and future technologies.
5. Ability to plan, organize, and prioritize job demands, and delegate duties to subordinates in an equitable manner.
6. Ability to meet deadlines and stay calm under stressful situations.
7. Ability to train and evaluate performance of subordinates and to communicate concerns about performance in an encouraging manner.
8. Ability to communicate effectively, both verbally and in writing.
9. Ability to develop, implement, and administer departmental policies.
10. Extensive working knowledge of Microsoft Office programs.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting 10 pounds or more of force on a recurring basis, and routine keyboard operations.
The job could risk exposure to significant environmental hazards.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Must possess an A.S. or A.A. degree from an accredited college or university.
2. Eight (8) years of full time, paid experience in an organized fire department.
3. Two (2) years at the level of a full-time Fire Lieutenant or higher classification.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must obtain a Certificate of Compliance as a State of Florida firefighter within eighteen (18) months of employment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.