

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.02
August 11, 2022

ASSISTANT FIRE CHIEF

SUMMARY:

Plan, assign and direct both emergency and non-emergency activities.

Command emergency response scenes: plan, organize and direct the activities and programs within the Fire District; provide administration assistance for overall district operations.

CLASS CHARACTERISTICS:

Reporting to the Fire Chief, this management position is responsible to manage the operations of assigned programs through subordinate supervisors. Responsibilities include developing and implementing comprehensive department programs upon assignment. Responsibilities include the direct and indirect supervision of management, technical and support personnel. The Assistant Fire Chief is also responsible for assisting in the development and control of District and division budgets and may act for the Fire Chief in their absence.

EXAMPLES OF DUTIES:

The duties, skills, and demands described here are representative for 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, organize, coordinate, administer, direct, and evaluate the work of staff.

Supervise multi-company response to emergency fire, medical aid, hazardous material, rescue and other situations and direct stations responding to the emergency; relieve subordinate officers of command upon arrival and assess emergency situation requesting additional companies as appropriate.

Direct and coordinate the location and work of incoming companies; brief Fire Chief on the situation, explain strategy and tactics being employed; confer on and coordinate station operations and personnel issues with Fire Chief and subordinate staff; maintain command of emergency operations unless relieved by Fire Chief.

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Plan and supervise a specialized areas of the district such as training or maintenance and upkeep of equipment and apparatus; participate in fire prevention activities; monitor changes in equipment and methods and recommend the incorporation into district activities. Operates District vehicles, apparatus and equipment as needed.

Develop specific proposals for action on current and future District needs; conduct analytical and operational studies and prepare recommendations and findings; evaluate public complaints pertaining to activities or individuals in the District.

Monitors and evaluates the efficiency and effectiveness of District operations and service delivery methods and procedures; assesses workloads, work flow, administrative processes and support systems to identify opportunities for improvement and reviews with the Fire Chief; conducts a variety of organizational and operational studies and investigations, and develops or recommends modifications to programs, policies and procedures as appropriate; identifies operational problems and implements appropriate solutions

Assist in the selection of staff; appraise employee performance and counsel employees regarding work performance and procedures.

Assists in the development of the budget for the District in assigned areas of responsibility; reviews and analyzes expenditures, budget and operations reports to determine requirements for costs savings or efficiency improvements; recommends capital expenditures for acquisition of new equipment which would increase efficiency in services of the division.

Interpret District regulations, policies, and procedures to staff; maintain records using a computer and prepare periodic, special, and technical reports relating to assigned area of responsibility.

May be called upon to give staff reports to District Board, City Counsel or city management staff; act as Fire District liaison in various city, county, and state committees; perform a variety of public relations and public speaking duties.

Perform regularly scheduled Duty Chief coverage; respond to emergency incidents outside of normal business hours and weekends and holidays.

Perform related duties as assigned.

Skills/Abilities:

Make appropriate plans and tactical decisions in multi-company response situations.

Revised august 2022

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Plan, assign, direct, review, and evaluate the work of others.

Select, train, and motivate assigned staff.

Develop and implement goals, objectives, policies, procedures, work standards, and supervisory controls.

Deal tactfully and courteously with the public.

Assess emergency incidents and develop, implement, and direct appropriate response strategies.

Develop and conduct classroom and practical training courses and programs.

Render emergency medical care at the basic life support level.

Maintain accurate records and prepare clear and concise reports and other written materials.

Operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response.

Establish and maintain cooperative working relationships.

Understand, interpret and explain applicable regulations and policies governing assigned programs.

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Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move weight up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

QUALIFICATIONS:

Knowledge of:

Supervisory principles and practices, including work organization and delegation, employee supervision, training, and evaluation.

Principles, techniques, materials, equipment, strategy, and tactics used in fire suppression, investigation, prevention, and incident command.

Principles and practices of providing emergency medical response.

Hazardous material and chemical spill response.

Applicable state and federal laws, codes, ordinances, and regulations.

Safety practices and precautions pertaining to the work.

Geographical layout of the District and location of various fire suppression utilities. Basic computer report production techniques.

Budget and financial planning.

Strategic planning.

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Special Requirement:

Must pass and maintain physical requirements as specified by the District and be able to wear self-contained breathing apparatus.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Coursework, training, and or certificates from the California Specialized Training Institute (CSTI), California State Fire Marshal Training curriculum or other accredited training consortium in subjects related to fire command, hazardous materials, supervision, fire prevention, fire investigation, emergency medical response, emergency management and/or other general management skills is desirable.

Equivalent to an Associate's degree from an accredited college, with major course work in fire science, fire administration, public or business administration or related field is desirable.

A Bachelor's degree is desirable.

A CFSM Chief Officer certification or equivalent is highly desirable.

Experience:

Four (4) years of municipal fire experience at the Fire Captain

level or higher such as; Battalion Chief or Assistant Chief

Certificates/Licenses:

Possession of a valid California Class C driver's license

.Possession of a valid EMT-D license