

<b>Position Title:</b>	<b>Assistant Fire Chief</b>	
<b>Department:</b>	<b>Fire</b>	<b>Salary Grade:</b>
<b>Supervisor:</b>	<b>Fire Chief</b>	<b>Volunteer: NA</b>
<b>Position Type:</b>	<b>Uniformed, Full-Time/Volunteer</b>	<b>Career: Level 7</b>
<b>Retirement Plan:</b>	<b>KP&amp;F</b>	<b>FLSA: Exempt</b>
<b>Position Description: Last Updated: 9/18/17</b>		<b>Date Reviewed: 8/21/17</b>

**Position Summary**

This position supervises the firefighting, rescue, emergency medical services, fire prevention and other non-emergency work of a company of 3-5 firefighters, including Lieutenants and Captains. Duties include: responsibility for the safety of personnel and the proper maintenance and operation of the assigned fire department apparatus, equipment and fire station. Employees of this class perform the supervision of a variety of activities and related duties involving the inspection of the assigned fire station, equipment and personnel, the monitoring of work behavior and the professional development of subordinates, as well as the direction of a fire/rescue company during dangerous emergency operations. Duties are performed with some degree of independence for critical judgment, but generally within established departmental rules and regulations. Work is reviewed by observation of firefighter and fire company work behavior in progress, and of the results obtained, as well as inspection of quarters, apparatus, equipment, and records.

**Duties and Responsibilities**

The following represent the essential duties of this position. Additional related duties may be performed as assigned.

- Plans and schedules work assignments for fire department personnel.
- Responds to fire, rescue and emergency medical incidents; makes decisions as to the most effective immediate action necessary to save life and/or property; directs fire, rescue and emergency medical work at emergencies until relieved by a superior officer.
- Participates as a working foreman in complicated fire, rescue and emergency medical operations when necessary.
- Provides instruction, and drills fire company personnel in emergency fire and rescue methods and techniques; confers with and counsels subordinates as necessary for their continued professional development. Will assist in the training and course preparation.

- Inspects personnel, ensures discipline and a positive professional attitude among crew members, prepares or supervises the preparation of all necessary company records and reports.
- Demonstrates employment in support of the Fire Board, Fire Chief, and the District's philosophies, policies, goals and objectives.
- Maintains at least a good level of overall fitness, and is physically capable of leading, directing and actual firefighting activity.

**Additional Examples of Work Performed**

May be assigned to fill in for the Fire Chief during his absence.

**Minimum Qualifications**

- Must meet qualifications of Fire Captain.
- Certification as a Kansas/National Fire Officer I and II.
- Must have minimum of 10 years fire service experience.
- Knowledge of modern firefighting and rescue principles, practices, and methods of firefighting.
- Knowledge of departmental procedures, rules, and regulations.
- Knowledge of the operations of the various types of apparatus and equipment used in firefighting rescue, and/or EMS activities, together with the ability to supervise the effective use of such equipment, apparatus and personnel in emergency operations.
- Knowledge of the location of streets, fire hydrants, principal buildings, and the general type of construction and usage.
- Ability to analyze situations quickly and objectively, and to determine proper courses of action during high stress, dangerous situations.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain records and prepare reports.

- Ability to carry out oral and written instructions and to react quickly and calmly in making decisions under extreme emergency conditions.
- Skill in the application of firefighting, rescue and emergency medical techniques and methods.
- Ability to maintain and/or improve personal knowledge, skills and abilities, unassisted.
- Ability to observe, document, and to fairly appraise the activity and performance of assigned firefighters.
- Any of the above qualifications may be waived at The Boards discretion

### **Physical Requirements**

This is heavy, physical, supervisory work requiring the ability to lift, crawl, run, climb, etc. while wearing heavy protective gear weighing about 50 lbs.; ability to function in life/death situations relying on sight, hearing, smell and touch to make critical decisions while maintaining safety of others/self; ability to accept risk of bodily injury/death in performance of duties; ability to face exposure and take precautions against: carcinogenic dusts, toxic substances, infectious agents, and the visual/emotional shock of burn/trauma victims.

- \* This position requires that the Assistant Chief pass the District's annual DPAT (District Physical Agility Test).