

**ASSISTANT FIRE CHIEF
DENISON FIRE DEPARTMENT**

GENERAL DESCRIPTION

The purpose of the position is to assist the Fire Chief in planning, organizing and directing the operations and programs of the City of Denison Fire Department; to oversee the department's response to fire, rescue, hazardous materials and other incidents, ensuring the best possible control in emergency situations in order to protect the lives and property of those in need of assistance; and to perform related technical, administrative and supervisory work as required. This class works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic meetings.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the class as necessary.

Assists the Fire Chief in planning, organizing and directing assigned programs and activities of the Fire Department.

Assists in ensuring the department's compliance with applicable federal, state and local laws and regulations and standards of safety.

Supervises Fire Department personnel through the chain of command; assigns work load. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Reviews reports submitted by subordinates for completeness and accuracy; ensures the maintenance of accurate and up-to-date records.

Participates in the formulation and evaluation of policies and procedures related to firefighting and related fire activities.

Evaluates department operations and recommends changes to increase efficiency and effectiveness as appropriate.

Responds to and assumes command of major / multiple-alarm fires in the absence of the chief; directs firefighting activities and salvage operations.

Assists in coordinating mutual fire protection plans with other agencies and jurisdictions. Conducts fire prevention and fire preplanning inspections.

Attends and participates in public functions to promote fire prevention and to establish and maintain favorable public relations.

Receives and responds to public and news media inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Performs duties of Fire Chief as necessary in his/her absence.

Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying documents, entering and retrieving computer data, reviewing mail and literature, attending and conducting meetings, etc.

Attends required training courses and seminars; attends conferences, conventions, and other meetings to remain knowledgeable of modern fire / rescue service methods and administration.

ESSENTIAL DUTIES

Maintains role of supervisor at emergency scenes. Will be a key player of the ICS team.

Will attend one approved, out of town, fire related training every two years.

Will be a key part of the leadership team.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

PEOPLE INVOLVEMENT:

Requires counseling or instructing/training others through explanation, demonstration and supervised practice or making recommendations based on technical expertise.

INVOLVEMENT WITH THINGS:

Requires supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience, such as fire engines, fire suppression / rescue equipment, etc.

REASONING REQUIREMENTS:

Requires performing work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic or geometric construction.

LANGUAGE REQUIREMENTS:

Requires reading journals, manuals and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations; presenting training; composing original reports, training and other written materials using proper language, punctuation, grammar and style.

MENTAL REQUIREMENTS:

Requires doing professional-level work requiring the application of principles and practices in a wide range of administrative, technical or managerial methods in the solution of administrative or technical problems; or the coordination of entry-level managerial work; requires general understanding of operating policies and procedures and the ability to apply these to complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

Must possess IFSAC or ProBoard Firefighter Level I and II, Incident Command 300, Hazard Materials Operations, CPR and First Aid certifications. Instructor I and Fire Officer I certifications are highly desired.

EXPERIENCE REQUIREMENTS:

Minimum of 5 years of progressive fire service experience including supervisory and administrative duties, 8 years is preferred.

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves walking, standing, climbing, balancing, stooping, lifting, pushing, pulling or raising objects and also involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to fire hazards, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, airborne particles, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception and field of vision, hearing and speaking ability, color perception, odor perception. Assistant Chief must be able to detect audible and visual signals related to operation of fire apparatus and fire protection signaling systems.

JUDGMENTS AND DECISIONS:

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment; responsible to assist in developing policy and practices. Job requires decision making under stress and following and implementing orders under stress.