

ASSISTANT FIRE CHIEF

DEFINITION

To assist the Fire Chief in managing and directing the Fire Department; to plan, organize and direct the activities of the Fire Operations Division; to serve as Fire Chief in the absence of the Chief; and to provide highly complex staff assistance to the Fire Chief.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next higher classification of Fire Chief in that the latter has overall responsibility for the Fire Department. This is an unclassified sworn/safety position in which the incumbent serves at the will of the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Fire Chief.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the Fire Chief in managing and directing the Fire Department; act as Fire Chief in his/her absence.

Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.

Assist in ensuring Department compliance with and enforcement of applicable Federal, State and local laws, ordinances and codes.

Plan, organize and direct Fire Operations Division activities including responsibility for training, emergency response preparedness and related services programs, and special operations; coordinate with Sacramento Regional homeland security operations.

Develop and implement the Fire Operations Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Fire Operations Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget; recommend strategies to improve fiscal efficiency.

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Develop and manage the department career development program.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Respond to major/critical emergencies within the City and related mutual aid calls.

Plan, direct and coordinate the department's apparatus and equipment maintenance program.

Coordinate department interaction with communications dispatch operations.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of current firefighting and rescue methods and operations and emergency preparedness.

Modern apparatus, equipment, and techniques used in firefighting, rescue/emergency incidents.

Modern fire prevention and investigation techniques and methods, including hazardous materials identification and mitigation.

Principles and practices of policy development and implementation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of business correspondence and report writing.

Pertinent local, State and Federal rules, regulations and laws.

Principles and practices of budget development, implementation, and monitoring.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Modern office procedures, methods and computer equipment.

Ability to:

Organize, direct and implement a comprehensive fire operations program.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; wear appropriate firefighting clothing and carry equipment; and intermittently carry weight of 110 pounds or less.

Prepare and administer a budget, including capital projects, vehicle and equipment replacement account.

Supervise, train and evaluate personnel.

Develop new and interpret and explain existing department policies, procedures and guidelines.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Exhibit positive leadership skills in a flexible and effective manner.

Provide leadership in a cooperative and collaborative manner.

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

Experience and Training

Experience:

Eight years of increasingly responsible experience in firefighting, emergency response and Incident Command System (ICS) activities, including two years of management experience at an equivalent level or higher to that of a City of Roseville Fire Battalion Chief.

Training:

A Bachelor's degree from an accredited college or university with major course work in fire science, public administration, business administration or a related field. A Master's degree in Fire or Emergency Management is desirable

License and Certificate

Possession of a valid California driver's license by date of appointment.

Possession of National Incident Management System (NIMS) ICS 100, 200, 700 & 800 certificates.

Possession of CPR certificate (EMT or Paramedic license qualifies).

Possession of California State Board of Fire Services Chief Officer Certification within one year of date of appointment

Possession of NIMS 300 & 400 certificates is desirable.

Completion of course requirements for Safety Officer S-404 is desirable.

Possession of a Federal Emergency Management Agency (FEMA) Type III Incident Commander, Logistics, Planning or Operations Chief certification is desirable.

Participation in or graduation from the Federal Emergency Management Agency (FEMA) Executive Fire Officer Program is desirable

EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO PRODUCTS ON OR OFF DUTY

09-21-15

05-09-15 Assistant Fire Chief