

<u>ASSISTANT FIRE CHIEF</u> FIRE DEPARTMENT CITY OF WINONA, MINNESOTA	JOB DESCRIPTION	
	REPORTS TO: FIRE CHIEF	
	DIRECTLY SUPERVISES: FIRE PERSONNEL	
	9/1/00	APPROVED: EBS

SUMMARY:

The primary objectives of this job are to assume full department responsibilities in absence of the Fire Chief; develop, implement and supervise personnel management systems; develop and administer department policies and procedures; promote and enforce safety programs; develop and maintain data recording systems; provide operations control at emergency response scenes; develop and institute training programs and provide continuing education in job skills and special subject areas; develop and institute fire prevention programs, fire protection engineering; code enforcement and fire investigation.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plan jobs, organize duties and provide daily personnel assignments
- Prepare and record daily records and reports
- Provide on-going assessment and needs of emergency response training
- Provide on-going assessment and needs of fire prevention programs
- Develop and present various training programs to personnel
- Develop and present various training programs toward public education
- Conduct mandated and requested inspections of properties and facilities
- Review project plans and specifications
- Confer with architects, engineers, property owners and other agencies
- Respond verbally and in writing to inquiries
- Direct preventative maintenance activities for equipment, apparatus and facilities
- Coordinate activities with other departments
- Authorize and recommend purchases
- Attend related continuing education programs
- Respond to and direct emergency scene activities
- Perform other tasks as necessary, required or directed by the Fire Chief

SUPERVISORY RESPONSIBILITIES:

Directly supervises Fire Captains and all other department personnel. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include assigning, directing and rewarding work; adjusting grievances, discharge, discipline, and evaluating performance. Also effectively recommends hiring, transferring, promoting, suspending, discharge and demotion.

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QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High School Graduate or hold Certificate of Equivalency is required
- Supplemental education in approved course work or special training in firefighting, fire prevention, training methodology, hazardous materials, and supervision is required
- Resident training at the National Fire Academy is desired
- Certification in Uniform Fire Code is desired
- Minimum of five years of full-time firefighter experience is required

LANGUAGE SKILLS:

- Ability to prepare reports and correspondence
- Ability to give verbal presentations and speeches
- Ability to read and interpret documents and procedural manuals
- Ability to interpret, understand and respond to current code issues, statutes, laws and other applicable regulations
- Ability to provide written reports, reviews and other related correspondence
- Ability to effectively present training programs, public education programs, and other meetings relating to job functions

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to calculate areas and volumes
- Ability to calculate water flow capabilities
- Ability to calculate occupancy classification capabilities

OTHER SKILLS AND ABILITIES:

- Knowledge of basic management and supervisory skills
- Knowledge of federal, state, and local fire codes and standards
- Knowledge and understanding of Fire Department and City policies, procedures, rules and regulations

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- Ability to communicate effectively, both in verbal and written form, in a tactful and professional manner with the general public, other government agencies, subordinates, and other City departments
- Ability to develop and maintain effective working relationships with other City employees, representatives of other government agencies, individuals from the community and professional organizations, and the general public
- Considerable knowledge of nationally recognized structural firefighting principals and public and private fire protection systems
- Ability to react quickly and calmly in emergencies
- Considerable knowledge of training requirements for structural firefighters, EMS requirements, and hazardous material response requirements
- Skill in determining cause and origin of fires and knowledge of laws government same
- Ability to plan, initiate and carry out long term programs
- Knowledge and skill in the use and operation of Department equipment

CERTIFICATES, LICENSES, REGISTRATIONS:

- Certified to the Firefighter II level is desired
- Registered Emergency Medical Technician

MINIMUM QUALIFICATIONS:

- High School Graduate or hold Certificate of Equivalency is required
- Supplemental education in approved course work or special training in firefighting, fire prevention, training methodology, hazardous materials and supervision is required
- Minimum of five years of full-time firefighter experience is required

PHYSICAL DEMANDS:

The physical demands described here are representative of 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee subject to hazardous working conditions at fires, rescue operations, hazardous material incidents or any other emergency that the fire department is expected to respond, the employee regularly talks or hears; frequently sits; and occasionally stands, walks, uses hands to finger, handle or feel; climbs or balances; stoops, kneels, crouches or crawls and reaches with hands and arms.

Employee is occasionally required to lift more than 100 pounds.

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Specific vision requirements include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, which include but are not limited to pre-scheduled training sessions that may be continued during inclement weather, fire investigations that are continued during inclement weather, and response to emergency conditions during inclement weather, the employee is occasionally exposed to wet, humid conditions (non-weather); works near moving mechanical parts; works in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals; outdoor weather conditions; extreme cold (non-weather); extreme heat (non-weather); risk of electrical shock; work with explosives; risk of radiation and vibration.

The noise level typical for this work environment is moderate.