

ASSISTANT FIRE CHIEF

Code No. 6-06-011
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position assisting the Fire Chief in the daily operations and supervision of career and volunteer firefighters. Duties include the administration and delivery of firefighter training programs, and health and safety programs of the Fire District and responding to fire alarms to assist with directing fire scene operations. The Assistant Fire Chief assists in the development of policies, rules, and regulations of the district and acts on behalf of the Fire Chief during absences. Work is reviewed by the Fire Chief through reports and success of the District's programs and activities. The employee reports directly to, and works under the general supervision of the Fire Chief with wide leeway allowed for independent judgment. General supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists with the assessment, inspection, and maintenance of firefighting vehicles, equipment, apparatus, and other materials used in the prevention or extinguishment of fires;

Supervises and assigns work to subordinate staff, including performance evaluations;

Responds to fire alarms and directs operations at incidents;

Develops objectives and recommends policies to the Fire Chief;

Assists with the district's planning, forecasting, and budgeting process;

Develops, implements, and conducts training programs pertaining to the Public Employees Health and Safety (PESH) Act and the National Fire Protection Association (NFPA);

Oversees firefighter health and safety education programs, and/or trains and develops personnel;

Maintains a record management system to track all training programs and events;

Assists with ensuring the appropriate investigative authority is contacted after determining whether fire is of an incendiary or suspicious origin;

Investigates and/or determines the cause of each accident or injury to prevent further incidents;

Maintains records of staff physicals and schedules physicals when required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern fire science, including fire fighting apparatus and techniques, modern fire suppression and prevention, fire safety and emergency medical response; good knowledge of the New York State Uniform Fire Prevention and Building Code; good knowledge of PESH and NFPA regulations as they apply to fire districts; good knowledge of the physical layout of the district in which employed; good knowledge of Municipal Law, Town Law and other sections in New York State statutes relating to fire districts; good knowledge of New York State, Federal Law and local laws, statutes and ordinances regarding public safety, fire districts, and special districts; investigative ability; analytical ability; forecasting, planning, and budgeting ability; supervisory ability; ability to establish and maintain effective working relationships with subordinates and the public; ability to communicate effectively, orally and in writing; ability to explain the work of the fire department; ability to develop and deliver training to subordinates; record management ability; ability to manage fire, crash, and personal injury situations; ability to operate a personal computer; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience in a fire district as a Fire Captain or higher rank; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years volunteer* experience as a Fire Chief, Assistant Fire Chief or similar rank; OR,
- (C) An equivalent combination of experience defined by the limits of (A), and (B) above.

* Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter from the chief/director of the participating district or department stating the title(s) of the positions and months and years of volunteer service.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license, without restrictions or conditions, to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: November 6, 2008

REVISED: February 9, 2017