

Job Description

Title:	Assistant Fire Chief / Fire Marshall
Department:	Fire
Reports To:	Fire Chief
Status:	Full Time
FLSA Status:	Exempt
Grade:	25

Definition

This position exercises command of the Department in the absence of the Fire Chief and assists him in the administration of the Department.

An Assistant Fire Chief shall be a member of the General Staff of the Fire Chief. This upper-level management position involves supervising firefighting and Emergency Medical Services work, and commanding and coordinating daily activities within the City. An Assistant Chief serves as assistant to the Fire Chief in all department matters. An Assistant Chief is responsible for the effective application of the policies, rules and regulation practices and procedures of the fire department. An Assistant Chief shall also assist in development and implementation of all management and administration functions of the department, develop operational and technical data reports, supervise and provide technical direction of fire department work crews and assist with coordinating crew operations. When acting in the absence of the Fire Chief as Department Head, works under the direction of the City Administrator.

Essential Job Functions

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

1. Second in command of the Fire Department. Assumes duties of the Fire Chief in his/her absence.
2. Under the supervision of the Fire Chief, manages the department training for Fire services. Assures that all members of the department maintain a high-level of training in all areas of the department's mission.
3. Assists the Fire Chief with direct supervision of the Captains.
4. Schedules fire training for employees of the fire department, other city departments and the general public as needed.
5. Performs a variety of technical, administrative and management duties to assist the Fire Chief in planning, organizing, directing an implementing activities of fire prevention, fire suppression, rescue and emergency medical services to prevent or minimize the loss of life and property by fire, emergency medical situations or other emergency situations.

6. Routinely acts as Duty Officer and supervises firefighting and rescue activities while in command of a fire or other emergency situation, responds to alarms or other emergencies, determines necessary equipment and apparatus, decides the best method for extinguishing fires, directs the work of Captains and/or Lieutenants.
7. Responds to multiple alarm fires as needed when not acting as the Duty Officer. Assumes Command in the absence of the Fire Chief.
8. Assists with effective application of the policies, rules and regulations, practices and procedures of the department.
9. Analyzes problems of firefighting and makes recommendations to the Fire Chief for effective utilization of manpower, procedures and equipment pertaining to all activities of the fire department.
10. Assist's the Fire Chief in preparing the annual budget and monitoring departmental financial activities.
11. Attend conferences and meetings to keep abreast of current trends in the field; represents the Frontenac Fire Department in a variety of local, county state and other meetings.
12. Assist the Fire Chief by taking an active role with the selection, supervision and evaluation of the Captains and other employees, including making recommendations for selection, transferring, promoting or disciplining.
13. Participate in personnel management by conducting performance evaluations of subordinates.
14. Manage fire department training records.
15. Oversee the distribution of public information and report to the news media, the general public, elected officials, City Staff and other interested parties as directed by the Fire Chief.
16. Attend Board of Aldermen meetings, Board of Aldermen committee meetings, meetings with City Boards, Fire Department meetings and other public meetings and functions as directed by the Fire Chief.
17. Assist the Fire Chief in conducting inspections of new and existing commercial buildings along with life safety and final inspections.
18. Work Fire Marshall along with the City Building Commissioner to coordinate inspections, sprinkler system hookups, fire department connections and life safety issues on commercial buildings.
19. Assist the Fire Chief in administering and enforcing City Fire Code regulations.
20. Receive citizen complaints on Fire and EMS operations: direct investigation of complaint and determine method for resolution.
21. Establishes and maintains personally, and through subordinates, a working relationship with citizens to gain acceptance of fire and medical prevention.
22. Maintains a high-level of training. In addition to exceeding the recommendations for training as established by the Insurance Service Organization, the Assistant Chief will actively participate in operational and supervisory training as afforded by the department.
23. Maintains absolute confidentiality on all department matters.
24. Performs other duties as assigned.

Job Qualifications

1. High School graduate or equivalent.
2. Must be a US citizen or equivalent.
3. Associate of Arts Degree in Fire Science, Paramedic Technology, or related field from an accredited institution. Bachelor's Degree in Fire Science, Paramedic Technology, Business Administration or closely related field to the mission of the Fire Department is highly desirable.
4. Certified by the St. Louis County Fire Standard's Commission as meeting the requirements of a Firefighter (NFPA 1001) or meet exempt status as defined by the Commission.
5. Ability to articulate and concisely communicate orally and in writing.
6. Knowledge in basic computer operations.
7. Ability to operate a personal computer including word processing software and Fire Records Management/Computer-Aided Dispatch.
8. Demonstrated ability to command respect of subordinate personnel.
9. Must possess and maintain a valid state of residence driver's license.
10. Must be certified by the Missouri Department of Fire Safety as Fire Inspector, Fire investigator and Fire Officer II.
11. Hazardous Materials Operations level, Technician level highly desirable.
12. Certified by the Federal Emergency Management Agency in National Incident Management System (NIMS) levels 100, 200, 300, 400, 700 and 800.
13. Must maintain an appropriate level of mental and physical fitness to safely perform all assigned functions.
14. Ten (10) years of prior work experience as a firefighter, one (1) of which must have been equivalent to the supervisory duties of a Company Officer or higher.
15. Must possess and maintain as a condition of continued employment, a valid State of Missouri Emergency Medical Technician Basics license, Paramedic license is highly desirable.

Critical Skills/Expertise

- Comprehensive knowledge of modern fire suppression, rescue practices, procedures, techniques and equipment;
- Considerable knowledge in federal, state and local laws, ordinances and regulations which govern the fire department;
- Comprehensive knowledge of principles and practices of management and administration;
- Ability to plan, supervise and coordinate the work of others;
- Working knowledge of basic accounting and budgetary principles;
- Ability to operate all firefighting equipment and apparatus;
- Ability to train and supervise subordinate personnel;
- Knowledge of current International Fire Code;

- Ability to communicate effectively orally and in writing, in an articulate and concise manner, including the ability to give and receive instructions;
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Meet and deal tactfully and efficiently with the public and fellow employees;
- Ability to evaluate conditions at a fire or other emergency and make rapid and sound decisions to alleviate dangerous conditions;
- Ability to evaluate hazardous materials releases situations and determine proper emergency response procedures; and
- Establish and maintain effective working relationships with the public and fellow employees.
- Knowledge in basic computer operations.
- The professional ability and desire to work toward the accomplishment of the goals of the Department and make significant contributions toward the realization of those goals.
- Ability to operate a personal computer including word processing software and Fire Records Management/Computer-Aided Dispatch.

Physical Demands

- The physical demands described here are representative of those that must be met by the 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 is frequently required to stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stop, kneel, crouch/squat, bend/stoop, or crawl; talk or hear; and taste or smell; reach above the shoulders, push/pull, repetitive foot and/or hand movements.
- The employee must frequently lift, carry and/or move up to 100 pounds and occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include up close vision, distance vision, depth perceptions, and the ability to adjust focus.
- While performing the duties of this job, the employee is expected to work on unprotected heights, be around moving machinery, be exposed to marked changes in temperature and humidity; drive automotive equipment and wear hearing protection.

Potential Exposures

Physical: Work performed primarily in office, vehicles, and outdoor settings, in all work weather conditions, including temperature extremes, during day and night; risk of electrical shock, vibration and conditions of low or no visibility.

Chemical: Smoke, noxious odors, fumes, toxic or caustic chemicals, liquid chemicals, solvents and oils exposures when fighting fires and rendering emergency medical assistance.

Biological: Fumes or airborne particles.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration and low or no visibility situations.
- The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be found.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tool and Equipment Used

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer including word processing software and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

Note

1. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
2. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employee may be required to perform other duties as necessary for the effective operation of the department.