

## **Assistant Chief**

### **Nature of Work**

This is a responsible supervisory and administrative position commanding and coordinating Fire Department activities within the District.

The work involves responsibility for directing, coordinating, and controlling all activities of fire fighting personnel as assigned. It includes the responsibility of effectively utilizing personnel and equipment throughout District, maintenance of fire stations and apparatus, and directing all fire training, fire fighting, salvage, and rescue operations.

### **Examples of Work**

An Assistant Chief is directly responsible to the Fire Chief and shall perform all duties of the Fire Chief in his absence.

An Assistant Chief shall assist in planning, organizing, and directing effective training, fire prevention, fire suppression, and fire investigation during his tour of duty, and coordinating the same with the Fire Chief and the other Assistant Chiefs.

An Assistant Chief will inspect apparatus and fire stations and make recommendations to the Chief. He will enforce rules and regulations regarding Fire Department policies and make recommendation of disciplinary action against violators.

An Assistant Chief will be responsible for dissemination of information.

An Assistant Chief is responsible to see to it that all incident reports are completed.

An Assistant Chief shall file written reports to the Chief concerning all unusual occurrences.

An Assistant Chief shall perform related work as required.

### **Desirable Knowledge, Abilities, and Skills**

An Assistant Chief shall have an extensive knowledge of the principles of fire prevention, suppression, and investigation as well as rescue operations and first aid.

An Assistant Chief should have a working knowledge of state and township law, department regulations, geography and water distribution within the District, and apparatus maintenance and operation.

An Assistant Chief shall have considerable knowledge of the principles and practices of Joint Fire District organization and administration.

An Assistant Chief should have the ability to direct large scale fire fighting operations, investigate fire cause, maintain working relationships with subordinates and related agencies, and represent the department toward the public.

### **Desirable Education and Experience**

Completion of state mandated full time firefighter course is required. State mandated certification as a First Responder is desired. Graduation from high school is required. Supplemental education should include: college level courses in applied fire science, education in fire suppression and investigation, and first aid principles. He should be experienced in all phases of fire fighting, fire prevention and first aid. He should have experience in supervisory and administrative procedures.