

ASSISTANT FIRE CHIEF - OPERATIONS

NATURE OF WORK

Directs all activities at the headquarters and branch fire stations, on an assigned shift in the Operations Division. Primary duty involves supervision of all emergency service activities within the City. Secondary duties include directing and participating, as required, in the stationhouse duties with primary emphasis on ensuring that all apparatus, equipment and personnel are ready for emergency operations. Duties require strict adherence to department rules and regulations and frequent use of independent judgment. Work is performed under the general supervision of the Deputy Fire Chief. Supervision is exercised over a shift Lieutenant, shift Captain, and sporadic volunteers.

EXAMPLES OF WORK

- Directs all activities, through subordinate supervisory personnel, at the headquarters and branch stations.
- Schedules personnel and makes running assignments.
- Directs and ensures the general maintenance of equipment, apparatus and quarters.
- Manages a special assignment such as uniform acquisition and distribution, facilities management, or vehicle specifications, acquisition, and maintenance. Manages other special projects as delegated by the Deputy Fire Chief and/or Fire Chief.
- Responds to fire calls. Provides fire suppression, ventilation, salvage and overhaul, water supply, and other various fireground operations, when necessary.
- Directs all firefighting operations at the scene of a fire or other emergency incident. Deploys personnel for emergency operations and summons and coordinates additional local and state resources.
- Ensures the adherence of the OSHA 2-in/2-out regulations for fire operations.
- Maintains logs of all alarms and calls during tour of duty. Enters call reports into databases.
- Performs Basic Life Support (BLS) and/or Advanced Life Support (ALS) patient care, as certified and indicated. Serves as the attendant in charge of patient care, under the general supervision of the highest trained attending EMS personnel and medical protocol of the Operational Medical Director.
- Actively participates in department privacy training programs and protects the privacy of all patient information in accordance with the department's policies and procedures concerning protected health information and other patient information.
- Directs and ensures the instruction of shift training drills including departmental classes on firefighting, hydraulics, tactical rescue, fire equipment and apparatus operation.
- Maintains fire and EMS certifications by performing hands-on skills labs and completing didactic lessons.
- Coordinates community projects. Directs tours of the fire station for visitors, school groups, scout troops and other community organizations.
- Directs tours of public buildings and ensures the pre-planning of public buildings.
- Assists fire inspectors with inspections of public buildings including businesses, schools, churches, theaters, and factories.
- Ensures the completion and effectiveness of the shift physical fitness program and maintains a state of physical fitness through the physical fitness training program.
- Responds to hazardous materials incidents. Establishes an incident command system to manage such emergencies as need requires.

- Assists in classification, identification, and verification of known and unknown materials by using monitoring equipment, shipping papers, vehicle and package markings, and various resource manuals.
- Takes defensive actions to contain leaks by using dams, dikes, and pads.
- Assists spiller in notifying proper agencies, which require reporting of a hazardous materials incident.
- Assists higher trained agencies, which may be called in to assist with hazardous materials incidents as needed.
- Assists with the evacuation of populous as needed.
- Performs other duties as assigned by the Deputy Fire Chief and/or Fire Chief.

MINIMUM QUALIFICATIONS OF WORK

- Firefighter II, Hazardous Materials Operations, and Emergency Medical Technician – Intermediate or Emergency Medical Technician – Paramedic.
- Fire Officer III.
- Bachelor's Degree in Fire Science, Fire Administration, Emergency Health Sciences, Business Administration, or similar field, required.
- The ideal candidate has 5+ years experience in general duty full-time firefighter work of a progressively responsible nature, including 3 years supervisory experience, and any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:
 - Ability to prioritize tasks and assign priorities to calls for service, training needs, and station duties.
 - Ability to analyze and solve personnel issues, manage conflict, and maintain morale within groups.
 - Ability to manage a shift and promote positive integration of the work group into the organization.
 - Thorough knowledge of fire laws, ordinances, rules and regulations and department policies.
 - Thorough knowledge of modern firefighting techniques and practices.
 - Thorough knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable, explosive and similar materials.
 - Thorough knowledge of the geography of the City and surrounding areas, locations of hydrants, buildings, and areas requiring special emergency applications.
 - Thorough knowledge of a variety of mechanical and medical equipment.
 - Ability to wear provided personal protective and breathing apparatus.
 - Ability to learn and utilize Emergency Medical skills and terminology as required by department policy.
 - Ability to legibly write reports and enter data into a computer terminal.
 - Ability to work effectively in hazardous situations and remain composed on a scene.
 - Ability to observe and demonstrate safety rules.
 - Ability to learn and practice supervisory and management skills and supervise shift officers.
 - Ability to motivate others, lead groups, and demonstrate a high work ethic.

- Ability to assess shift training needs and direct a plan for the provision of such training and monitoring of the effectiveness of such training.
- Ability to understand, issue, and execute oral and written instructions, and to prepare and maintain shift logs and equipment control records.
- Ability to deal tactfully, but firmly, with the public at the scene of a fire; to establish and maintain effective working relationship with other employees, public safety agency

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 is regularly required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; stoop, kneel, crouch, or crawl; climb or balance; reach with hands and arms; and taste or smell.

The employee must possess sufficient physical and agility capabilities to perform firefighter duties as established in the Fire Department's "Requirements for Physical and Agility Test". The employee must frequently lift or move up to 100 pounds, and regularly lift or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance 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.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is regularly exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee regularly works near moving mechanical parts and in high, precarious places and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. The employee occasionally is exposed to a risk of electrical shock, radiation, and vibration. The worker may be exposed to blood borne pathogens and will be required to wear specialized personal protective equipment.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

SPECIAL REQUIREMENTS

- Possession of a driver's license valid in the Commonwealth of Virginia.
- Certification in an approved Emergency Vehicle Operator Course (EVOC).
- Maintain the level of fire and EMS certification as required and compensated for by the department.
- Completion of required supervisory and managerial training.
- Bachelors Degree within 48 months of appointment
- Fire Officer III within 12 months of appointment.
- Must reside within 40 miles of the City.