



<b>DATE</b>	June 14, 2010
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Fire Assistant Chief  
DEPARTMENT/DIVISION: Fire  
REPORTS TO: Fire Chief

**SUMMARY:** Directs, manages, supervises and coordinates the programs and activities of administrative and support services, fire suppression operations and staff training or fire code enforcement, fire prevention, inspections, investigations and records within the Fire Department. Coordinates assigned activities with other city departments, divisions and outside agencies. Provides highly responsible and complex administrative support to the Fire Chief.

**POSSIBLE ASSIGNMENTS WITHIN THIS RANK INCLUDE:**

Operations Division, Support Services Division, Fire Marshal

**ESSENTIAL JOB FUNCTIONS:**

- Assumes management responsibility for all activities and operations associated with either the administrative and support services, fire suppression and staff training functions, or the fire prevention, inspections, investigations, code enforcement, planning and development, and records functions within the Fire Department
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for department programs
- Recommends, within department policy, appropriate service and staffing levels
- Recommends and administers standard operating policies and procedures
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures
- Assesses and monitors work load, administrative and support systems and internal reporting relationships
- Selects, trains, motivates, and evaluates Fire Department personnel as required
- Provides or coordinates staff training, and works with employees to correct deficiencies
- Implements discipline and termination procedures as required
- Prepares performance appraisals of assigned staff, and designates staff assignments
- Plans, directs, coordinates and reviews the work plan for the Fire Department
- Assigns work activities, projects and programs and monitors work flow
- Reviews and evaluates work products, methods and procedures
- Manages and participates in the development and administration of the department budget
- Directs the forecast of funds needed for staffing, equipment, materials and supplies
- Directs the monitoring of and approves expenditures; directs and implements adjustments as necessary
- Serves as a liaison for the Fire Department with other city departments and divisions and outside agencies
- Negotiates and resolves significant and controversial issues

- Prepares and presents staff reports and other necessary correspondence to the Fire Chief, City Manager, and City Council
- Identifies opportunities for improvements by conducting a variety of organizational studies, investigations and operational studies and recommends modifications to assigned programs, policies and procedures as appropriate
- Provides staff support to a variety of boards and committees; attends and participates in professional group meetings
- Stays abreast of new trends and innovations in the field of fire suppression and prevention
- Responds to and resolves difficult and sensitive citizen and personnel inquiries and complaints
- Oversees the maintenance, repair or modification of all departmental facilities, equipment and supplies
- Prepares bid specifications for some apparatus acquisitions and reviews/approves all purchase requisitions, personnel orders, leave requests, payroll and other administrative functions pertaining to area of assignment; delegates administrative functions as appropriate
- Provides direct supervision to Battalion Chiefs and as assigned to other direct reports
- Reviews reports regarding daily activities of each fire station in the City
- Responds to multiple alarm fires throughout the city and directs fire suppression activities, as appropriate
- Communicates with dispatch and command staff through the use of specialized communications equipment
- Runs, walks, stoops, bends, crawls, rolls, climbs, jumps, lifts, carries, drags and operates assigned equipment, vehicles while performing fire prevention and suppression duties
- May be exposed to harsh weather, poor or no lighting, exposure to hazardous chemicals, fire and smoke, extremes in temperature, electrical hazards, confined or high work places, dangerous animals, extreme noise, traffic, natural and man made disasters, etc.
- Wears full protective clothing and self-contained breathing apparatus, and must function fully in this limiting and heavy attire as necessary

**EQUIPMENT:**

- May operate numerous types of rescue, salvage, emergency and fire suppression equipment, including vehicles, hydraulic powered spreaders, cutter, rams; come-a-long, air chiseler, air bags, ropes and pulleys, etc.
- May operate firefighter hand tools including nozzle, axe, pry bars, fire hose, and ground ladders; common hand tools include wrenches, screwdrivers, and hammers
- May operate power tools including exhaust fans, portable pump, chain saws, generators, and air compressors
- Operates personal computer, including data input and extraction.

**OTHER IMPORTANT DUTIES:**

- Uses departmental computer equipment to review records, inquire about activities and programs, and input various data
- Assists in developing and administering a variety of training programs relative to departmental activities and operations

- Prepares audio-visual aids for training sessions and presentations, and presents prepared materials as appropriate
- Participates in a variety of fire prevention and suppression activities and programs including training, fire investigations, code enforcement, oversight of the fire scene and equipment operation and maintenance
- Recommends and approves changes to the Computer Assisted Dispatch operation and records management systems
- Coordinates necessary changes to dispatch operation with appropriate Police Department personnel, and approves any changes to specialized equipment
- Participates in special studies, projects and activities as assigned
- Performs other related duties as assigned

**TRAINING, KNOWLEDGE, SKILLS AND CERTIFICATION:**

- Knowledge of operational characteristics, services and activities of comprehensive fire suppression and prevention programs and emergency medical services
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Knowledge of technical and administrative aspects of fire suppression and prevention and emergency medical services
- Knowledge of policies and procedures of the City of Carrollton Fire Department
- Knowledge of operation, maintenance and uses of modern firefighting apparatus and equipment
- Knowledge of pertinent federal, state, and local laws, codes and regulations
- Knowledge of Uniform Fire and Building Codes and State Civil Service Law and associated requirements
- Knowledge of modern office procedures, methods and equipment including computers and related software and equipment
- Knowledge of principles, practices, methods, and techniques of modern fire and life safety, fire suppression and emergency medical activities
- Knowledge of the geography of the city and the surrounding vicinity
- Knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Knowledge of statistical and analytical methodologies
- Knowledge of bookkeeping practices and procedures
- Knowledge of modern and complex principles and practices of program development and administration
- Knowledge of advanced principles and practices of municipal budget preparation and administration and local government finance
- Knowledge of principles of supervision, training and performance evaluation
- Knowledge of business letter writing and basic report preparation
- Works under stress and uses good judgment in emergency situations
- Tactfully responds to requests and inquiries from the general public, other department employees and other City employees
- Identifies and responds to community, department, organization, and City Council issues, concerns and needs
- Oversees and assists in resolving a variety of situations characterized by conflict or

danger.

- Develops, implements and administers goals, objectives and procedures for providing effective and efficient fire prevention, suppression, and emergency medical services
- Allocates limited resources in a cost effective manner
- Analyzes problems, identifies alternative solutions, projects consequences of proposed actions and implements recommendations in support of goals
- Researches, analyzes and evaluates new service delivery methods, procedures and techniques
- Skill in communicating concisely, both orally and in writing to include report generation
- Must obtain and maintain CPR certifications
- Must obtain any and all certifications for all possible assignments and subsequently perform all essential functions of an assignment when assigned.

**QUALIFICATIONS FOR POSITION:**

- Appointed by Chief and/or two years experience in next lower position.
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- Must possess and maintain a valid Texas Class “B” driver’s license and meet all City policies regarding insurability; must pass MVR check
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment