



Tahoe Douglas Fire Protection District

JOB DESCRIPTION

JOB TITLE	Assistant Fire Chief
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DIVISION	Operations
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FLSA STATUS	Exempt
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SAFETY SENSITIVE	Yes
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DEFINITION

The Assistant Fire Chief in coordination with the Fire Chief, is responsible for establishing and implementing the organization and direction of the Fire District, with the purpose of ensuring that loss of life, property, or injury as the result of a fire or accident is prevented or minimized.

DISTINGUISHING CHARACTERISTICS

The position of Assistant Fire Chief- is a top management position and a member of the Command Staff. This position provides professional mentoring and leadership for coordinating operational response, training, staffing, service delivery, and apparatus maintenance and purchase. This position plans, directs, manages, and oversees all operational activities of the Fire District, including but not limited to fire suppression, training, EMS, Explosive Ordnance Disposal (EOD), Hazardous Materials Management (HAZMAT), Special Weapons and Tactics (SWAT) Medic Program, and specialized rescue. The Assistant Fire Chief supervises the line Battalion Chiefs and fleet mechanics. This position may be assigned to act as the Fire Chief in the Fire Chief's absence.

REPORTS TO: Fire Chief

ESSENTIAL FUNCTIONS

The functions listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all functions listed and may be assigned functions that are not listed below.

1. Leads in the mentoring and development of the department's Chief Officers in Operations and Leadership.
2. Participates in the development and implementation of the Fire District's goals, objectives, policies, procedures, and long-range planning as determined periodically by the Fire Chief and Board of Trustees.
3. Ensures and monitors competency in the delivery of designated fire services by establishing a system of accountability and acceptable community standards.



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4. Directs and coordinates station operations and personnel issues with company and chief officers.
5. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Monitors and adjusts personnel and equipment to achieve optimal response times for calls.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training.
8. Directs the District performance review process to ensure consistent and accurate feedback for employee development.
9. Acts as the Incident Commander (IC) by directing and supervising multi-company response to all-risk emergencies.
10. Acts as Fire District liaison on various local, county, regional, state, and federal committees; coordinates interagency agreements, activities, and programs.
11. Participates in the development and administration of annual budgets and audits; assists in forecasting needed funding for staffing, equipment, materials, and supplies.
12. Conducts a variety of organizational studies, investigations, and operational studies; identifies and pursues grant opportunities to supplement ongoing programs; and recommends modifications to existing programs, policies, and procedures.
13. Monitors changes in equipment and methods and recommends their incorporation into departmental activities; develops specific proposals for action to address current and future District needs.
14. Evaluates existing fire safety conditions and federal, state, and local codes applicable to fire safety; recommends policies, procedures, and ordinance revisions, as necessary.
15. Coordinates and reviews the effectiveness of emergency medical/fire dispatch configurations and procedures.
16. Serves as the department's Duty Chief as needed.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of

- Command-and-Control principles and techniques related to the Incident Command System (ICS).
- Fire suppression, rescues, EMS, special operations, prevention practices, investigations, apparatus, and equipment.
- Local, state, and federal agreements, including mutual aid agreements.
- Building construction techniques and the consequences of each type on fire suppression and prevention activities.
- Principles and practices of modern firefighting and fire prevention.
- Principles and practices of program development and administration.



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- Principles and practices of municipal budget preparation and administration.
- Pertinent federal, state, and local laws, codes, ordinances, and regulations.
- Principles of supervision, training, and performance evaluation.
- Basic techniques for handling hazardous materials.
- Emergency medical assistance and CPR techniques.
- Principles and procedures of investigatory methods.
- Streets and geography, including the locations of water mains and hydrants, and the major fire hazards of the fire District.
- All District vehicles and equipment capabilities.
- Fire District best practices, personnel policies, and personal protection equipment use, care, and maintenance.

Skill to

- Command and control all risk emergencies.
- Operate and maintain various types of firefighting equipment.
- Communicate effectively both orally and in writing.
- Interpret, explain, apply, and enforce policies and procedures.
- Analyze complex fire situations, identify potential dangers, alternative courses of action, project consequences of proposed actions, and react quickly to ensure situational control and public safety.

Ability to

- Ensure that personnel are fully trained and prepared for emergency response.
- Develop the Chief and Company Officers' operational abilities to mitigate complex, rapidly expanding all-risk emergencies.
- Identify and mitigate risks to the public, our communities, wildlife, and the environment.
- Negotiate and develop agreements with local, state, and federal cooperators.
- Attend community meetings to educate and inform the public of fire service issues and activities, and to establish favorable public relations for the District.
- Plan, organize, direct, and coordinate the work of staff.
- Assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Maintain discipline while treating subordinates with respect in order to command effectively.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Delegate authority and responsibility.
- Negotiate and resolve difficult or sensitive complaints or concerns from District personnel or external sources.
- Develop and administer departmental goals, objectives, and procedures.
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- Attend regional, state, and local conferences, seminars, or conventions to continue the education process to enhance, maintain, or improve the quality of service to the District.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative reports.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop budget recommendations.
- Ensure that all expenditures are necessary and prudent.
- Work under stress.
- Apply first aid in emergency situations; and operate and employ modern office practices, procedures, methods, and computer equipment and software.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

- Bachelor's Degree or higher from a regionally accredited institution in Fire Administration, Fire Prevention Technology, Public Administration, or a closely related field; and
- Three(3) years of service as a Battalion Chief or above with an All-Risk Fire Department.
- ICS certifications and experience at the 300 and 400 levels on All-Hazard emergencies.
- Qualification as a Hazardous Materials Incident Commander

Required Certifications and Licenses:

All required certifications and licenses must be maintained and kept current throughout the duration of employment.

- Completion of company officer certification classes from California, Nevada, or another State certification curriculum that meets NFPA 1021 Fire III (within one year)
- Must possess and maintain a Nevada certified EMT- Basic.
- Possess and maintain a valid Nevada Ambulance Attendant License at all times

Special Requirements:

- Must work a 40-hour workweek and be willing to work outside the normal work schedule to accomplish project objectives.



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- Possession of a valid Nevada driver's license –with an "F" endorsement or a Nevada Commercial Driver's license – Class "A" OR an equivalent California driver's license.
- Must reside within a one-hour response time of the District.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands/ fingers to handle objects and operate tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and/or smell odors.

This position requires occasional lifting and/or moving of objects up to 30 pounds and occasional moving of objects up to 100 pounds. Strength, stamina, and agility to utilize fire suppression equipment while wearing heavy protective clothing for long periods of time. Specific vision abilities required include close vision, night vision, color vision sufficient to distinguish between red and green traffic signals, and the ability to adjust focus.

Dexterity and coordination to use a keyboard and video display terminal for prolonged periods.

Physical fitness must be maintained to perform rescue activities. Successfully complete the Work Capacity Test at the "arduous level" per NWCG guidelines.

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations, and by the possibility of loss of life, injury, and property.

In compliance with applicable disability laws, reasonable accommodations may be provided to qualified individuals with disabilities who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with a qualified Tahoe Douglas Fire Protection District representative.

WORKING CONDITIONS

Work is performed under the following conditions:

Work is primarily in an office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts.



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Work in emergency medical situations, including vehicle accidents, water rescues, mountain rescues with extreme terrain; and other types of medical and rescue emergencies. Work in stressful, intense life-threatening conditions.

The noise level in the work environment varies from quiet office settings to moderate during the daily work routine, to loud emergency scenes.

Occasionally work near moving mechanical parts and in high, precarious places. Occasionally exposed to extreme heat/fire; wet and/or humid conditions; smoke, fumes, or airborne particles; radiation; toxic, explosive, or caustic chemicals; bodily fluids and infectious diseases; risk of electrical shock, and vibration; noise.

There is a risk of death or injury from sudden floors cave-ins of, toppling walls, falling trees, and traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

ACKNOWLEDGEMENT

I have reviewed this job description, along with any attachments and find it to be an accurate description of the demands of the job.

PRINT NAME

SIGNATURE

DATE