



## JOB DESCRIPTION

### Assistant Fire Chief

Date Prepared: March 2014

Class Code: 5015

**SUMMARY:** Under general supervision, serves as Vernon Fire Department (VFD) Assistant Fire Chief; commands and coordinates emergency responses, and assures that personnel are properly trained and ready to provide an effective response to protect the lives and property of the City residents and businesses; directs core VFD programs, including training, fire prevention, public education, emergency preparedness, heavy rescue, hazardous materials, administrative functions, and special projects.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists the Fire Chief as the second-in-command of the VFD and department Safety Officer; directs and manages VFD operations, programs, and projects, and manages Battalion Chiefs and Fire Marshal; directs a variety of special projects and assignments, including work schedules, training, public education, fire prevention programs, and administrative and budget functions.
- Plans, directs, coordinates, and reviews work plans for staff activities and training; prioritizes and assigns tasks and projects; monitors work, and reviews and evaluates outcomes and methods; meets with staff to discuss and resolve problems, policies, workload, special projects, and technical issues.
- Plans and coordinates VFD activities and training; assures consistency of training, management of emergencies, and adherence to policies, procedures, standards, and guidelines; evaluates performance of VFD management team, and reviews and approves VFD evaluations.
- Analyzes workload trends, and develops emergency preparedness plans and training.
- Provides technical and management support to Fire Chief on a variety of complex issues, including planning, policies, procedures, budget, goals, priorities, equipment, and purchasing; coordinates community relations activities, and resolves sensitive and complex citizen inquiries and complaints.
- Manages VFD response to emergency alarms and calls for service; assumes emergency incident scene command according to VFD guidelines; determines the proper course of action, and coordinates response.
- Coordinates operations and training, evaluates team performance, identifies training needs, and coordinates training with other VFD shifts and outside agencies; assures effective communication of VFD directives and changes in protocols; maintains discipline, and assures compliance to policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load, administrative support systems, internal reporting relationships, and inter-agency issues; identifies opportunities for improvement, and develops recommendations.
- Conducts and supervises all fire cause and arson investigations.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Must have an A.A. or A.S Degree in Fire Science or B.S.or B.A. degree and 24 units in Fire Science AND seven years fire department management experience, including three years of experience at a rank of Battalion Chief, preferably with the City of Vernon.

### **Knowledge of:**

- City and VFD policies and procedures.
- State and federal regulations, practices, and procedures governing fire safety and emergency services.
- Modern emergency services management principles for efficient and effective management of allocated resources, including deployment strategies, reactive tactics, and coordination with outside agencies.
- Techniques and practices for effective and efficient management of Department resources, including personnel administration, labor law, purchasing, and budgeting.
- Duties, powers, authorities, and limitations of a municipal Fire Chief.
- Tactics for deployment of personnel and equipment at fire and emergency scenes.
- Methods, practices and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations.
- Procedures and equipment used in modern firefighting and emergency medical response.
- National Fire Protection Association (NFPA) and International Fire Service Training Association (IFSTA) training and safety standards.
- City geography, traffic patterns, and the location of all streets, landmarks, buildings, and water mains.

### **Skill in:**

- Assuming VFD command level responsibilities and making appropriate decisions.
- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with VFD goals and objectives.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Assuming incident command responsibilities, making risk assessment decisions on deployment of staff, and coordinating firefighting, rescue, and emergency medical services.
- Evaluating complex emergency scenes, and quickly developing solutions, priorities, and mitigation plans.
- Reading pre-fire plans and recognizing the construction, contents, and occupancy of buildings in order to apply appropriate firefighting techniques.
- Effectively managing and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating and maintaining specialized computer and communications equipment.
- Establishing and maintaining cooperative working relationships with co-workers and representatives from other local, state and federal agencies.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Commercial or Class C with Firefighter Endorsement Driver's License is required. California State Certifications for Firefighter I & II Fire Officer and Chief Officer, HazMat Specialist, Completion of appropriate courses for California State Certification in Urban Search and Rescue (USAR) and Emergency Medical Technician from appropriate California agency are required. Additional technical training and certifications are preferred and may be required, including California Incident Command Certification System (CICCS).

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment generally a ten-hour four day a week (40 hours) in fire department facilities, and in the field for evaluation of emergency situations; may be exposed to the same work hazards as Fire Department Captains. Must maintain a level of physical fitness to meet VFD standards.