

CITY OF OLYMPIA	DATE PREPARED	11/93
CLASS SPECIFICATION ASSISTANT FIRE CHIEF	JOB CODE	1200
	SALARY RANGE	094
	FLSA STATUS	EXEMPT
	REVISED	5/2003
	CSC APPROVED	3/97

## POSITION DESCRIPTION

**Function:** Under the direction of the Fire Chief, plan, organize, coordinate and direct the personnel, operations and activities of a major program such as Fire Services, Emergency Medical and Community Preparedness, or Fire Prevention Services.

**Essential Functions:** The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

**Examples of Duties:** Perform a variety of management duties in assigned functional areas of the Fire Department. Respond to major incidents and may assume command at fires, hazardous materials incidents, emergency medical responses and natural or man-made disasters. Determine appropriate action and response to incidents and direct operations accordingly; assure efficient and effective deployment of personnel, equipment and resources; direct evacuations and emergency medical care; request additional services and resources as needed. Manage, develop, prepare, implement and present Departmental training and safety programs. Manage the fire prevention program and activities, including investigations, permit issuance, citations, inspections and plan review. Supervise assigned personnel, including scheduling, work assignment, performance evaluation and disciplinary actions or recommendations. Assure compliance with departmental rules, regulations, operating guidelines, policies and procedures. Identify functional goals and objectives, and participate in long- and short-range departmental planning. Prepare and administer division or special project budgets as assigned; authorize expenditures for equipment and supplies; monitor and maintain program accounts. Maintain communication with other City personnel, officials, law enforcement agencies, emergency services providers and the general public regarding issues in assigned function, such as code compliance, arson investigation and emergency response services. Prepare narrative reports, correspondence, interdepartmental communications, and department records and provide for records maintenance. Assume command of the Department in the absence of the Fire Chief. Serves as a member of the Fire Department Management Team.

**Supervision:** Full supervisory authority for assigned staff.

**Contacts:** The Assistant Fire Chief has daily contact with assigned staff for the purpose of supervising, directing, leading, information sharing and problem resolution. Frequent contacts with the general public, other City personnel and officials and emergency response providers are for the purpose of problem resolution, providing information and coordination of mutual efforts.

**Accountability:** The Assistant Fire Chief is accountable for the effective and efficient operation of assigned programs.

## **ASSISTANT FIRE CHIEF**

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**Working Conditions:** The Assistant Fire Chief primarily directs an assigned program from an office. While in command at a major fire or emergency scene, working conditions will vary with the situation and may be extremely dangerous. Work involves exposure to weather conditions, all types of terrain, slippery surfaces, hazardous materials, chemicals, toxic fumes and smoke. Fire prevention activities may require field visits to construction sites and buildings at various stages of construction.

### **QUALIFICATION GUIDELINES**

#### **Knowledge/Skills/Abilities:**

Extensive knowledge of methods, materials and equipment used in fire suppression and prevention.

- Extensive knowledge of Olympia Fire Department rules, regulations, operating guidelines, policies, and procedures.
- Thorough knowledge of the principles, practices and procedures of fire service administration, emergency medical services, community preparedness, public education, fire prevention and fire suppression.
- Knowledge of the principles and practices of fire science.
- Knowledge of fire service training requirements and programs.
- Knowledge of federal, state and local laws, regulations and codes pertaining to fire prevention.
- Knowledge of modern supervisory practices and techniques.
- Skill in the allocation and deployment of personnel and equipment at significant incidents.
- Skill in the determination of chemical properties of a variety of hazardous materials.
- Ability to communicate information and express ideas clearly and concisely.
- Ability to serve as incident commander at emergency incidents.
- Ability to supervise the operation and maintenance of a variety of specialized apparatus and equipment.
- Ability to provide effective leadership, develop and maintain trust, resolve interpersonal conflicts, and build and maintain morale.
- Ability to work cooperatively with others as the leader or member of a service-oriented team.
- Ability to prepare comprehensive reports, budgets, department materials, records and correspondence.

**Experience/Education:** Any combination of experience, education and training which demonstrates ability to perform the job at a satisfactory performance level according to established performance standards for the classification. College degree or additional classes in Fire Protection Engineering, Fire Prevention, Fire Service Administration, Public Administration, or Business Administration, or a closely related field is preferred.

**Special Requirements:** The Assistant Fire Chief must possess a degree of physical fitness that allows participation as a command officer on a fire scene.