



**CITY OF PETALUMA
CLASS SPECIFICATION**

Date: 03/19/2018
Job Class: 10ASFC

Assistant Fire Chief

Summary

Plan, operate, assign and manage both emergency and non-emergency activities for the Fire Department; supervise assigned personnel; perform emergency command and control functions; plan, organize and direct the activities and programs of the Fire Department; perform responsible management, technical, and administrative work for overall department operations.

Class Characteristics

General direction is provided by the Fire Chief; this senior management position exercises considerable independent judgment, supervision of lower level management staff, and responsibilities include developing and implementing comprehensive programs within the Fire Department; responsible for assisting in the development and control of the departmental budget and may serve as the Fire Chief in his/her absence.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative for 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 a disability to perform the essential duties, skills, and demands.

Duties:

Assist in the planning, development, and implementation of policies, procedures, goals, and priorities, including long and short-range planning for the department.

Assist in development of the departmental budget in assigned areas of responsibility; maintain budgetary control over expenditures; analyze costs savings and recommend efficiency improvements.

Select, supervise, train, and appraise employee performance and counsel employees regarding work performance and procedures; interpret City policies and procedures to staff; establish standards and ensure safe working practices; administer discipline and other personnel actions.

Provide staff assistance to the Fire Chief; prepare and present various administrative and analytical reports, staff reports, and other necessary documents and correspondence; maintain records.

Represent the Fire Chief and act as Fire Department liaison in internal relationships as well as

relations with the public, community groups, other governmental agencies; evaluate and respond to difficult complaints and inquires pertaining to activities or individuals in the department; may conduct or direct investigations within the department.

Respond to emergency fire incidents; direct fire suppression activities and assess emergency situation requesting additional companies as appropriate; may serve as Incident Commander; maintain command of emergency operations until relieved by Fire Chief.

Keep the Fire Chief adequately informed, explain strategy and tactics employed during emergency situations and regular operations.

Ensure the safe use and condition of department property.

May serve as the acting Fire Chief as required.

Perform related duties as assigned.

Skills/Abilities:

Demonstrate strong leadership skills.

Plan, organize, delegate, and supervise day-to-day work involved in emergency services and/or fire suppression.

Consistently apply and enforce applicable codes, laws, regulations, and department policies and procedures.

Plan, assign, direct, review, and evaluate the work of others.

Select, train, mentor, and motivate staff.

Develop and implement goals, objectives, policies, procedures, work standards, and supervisory controls.

Assess emergency incidents and develop, implement, and direct appropriate response strategies.

Assist in determining the needs of the department and community in areas of public education, fire prevention and suppression, and emergency medical services.

Make policy and budgeting recommendations.

Maintain accurate records and prepare clear and concise reports and other written materials using a computer.

Communicate effectively both verbally and in writing.

Exercise sound independent judgement.

Be available to respond to emergency incidents while off duty when necessary.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands and Work Environment:

While performing duties of this job, the employee is regularly required to sit for extended periods of time with the ability to change positions at will; communicate orally and listen in person, in meetings, and by telephone; use hands and fingers to handle, feel, or operate standard office equipment. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; use written and oral communication skills; analyze community service, budget, and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements, and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees, and the public.

When directing or participating in fire suppression activities, the employee is required to reach with hands and arms; climb, crawl, stoop, kneel, crouch, or balance; wear personal protective equipment; utilize sensory abilities of smell to distinguish potentially hazardous materials; hear for distinguishing audible alarms; specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus; ability to project a voice that can be heard in noisy environments. While performing fire suppression duties, the employee is frequently exposed to outside weather conditions and can be exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Administrative principles and methods, including development of goals and objectives, program development and implementation, work organization and delegation, and employee supervision.

Principles and practices of leadership, motivation, team building, labor relations, and conflict resolution.

Principles and practices of municipal fire, building, and safety administration, including suppression, investigation, prevention, inspection, and damage control.

Principles and practices of incident command system, disaster preparedness, and EOC operations.

Applicable state and federal laws, codes, ordinances, and regulations.

Safety practices and precautions pertaining to the work.

Geographical layout of the City and location of various fire suppression utilities.

Basic computer report production techniques.

Budget and financial planning.

Strategic planning.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in fire science, public administration, or a closely related field.

Experience:

Ten years of increasingly responsible municipal fire suppression, supervisory, management, and administrative experience including at least four years of experience at the Battalion Chief level.

Certificates/Licenses:

Possession of a valid Class C driver's license.

California State Fire Marshal Chief Fire Officer or Chief Officer Certification.

Established: 03/19/2018

Resolution #: 2018-039 N.C.S.

Department: Fire

FLSA Status: Exempt