

City of Warr Acres Job Description

Title: Assistant Fire Chief
Department: Fire Department
Reports to: Fire Chief
FLSA Status: Exempt

Purpose of Position: The incumbent in this position works under limited supervision of the Fire Chief and is responsible for assisting in supervising and coordinating the activities of the Fire Department and assuring the efficient accomplishment of the department functions. Work includes participation in the administration of the department and its various programs of employee training and development, apparatus, and equipment improvement and upkeep, fire fighting operations and procedures, department budgeting, and community awareness programs. Assignments include the planning, supervision, and implementation of fire prevention programs. At the scene of an incident, may assume the role of Incident Commander, Safety Officer, Operations Chief, or other Command or General Staff position as necessary. May perform the work of subordinate personnel due to absence and/or an emergency. May act as the Fire Chief as necessary.

Essential Duties and Responsibilities:

Coordinates daily operations through Fire Officers.

Supervises all officer and firefighter positions, either directly or through Fire Officers.

Participates in a variety of fire prevention and operations activities and programs including training, fire investigations, code enforcement, oversight of equipment operation and maintenance.

Responds to fires and other emergency incidents as needed. May call for additional assistance if necessary.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the City.

Assists in the preparation and administration of the department's budget and purchasing.

Assists in drafting specifications for fire fighting and medical equipment.

Directs the operation of departmental in-service training activities.

Prepares and submits periodic reports to the Fire Chief regarding departmental activities.

Conducts a variety of organizational studies, investigations, and operational studies; recommending modifications to programs and policies as appropriate.

Participates in special studies, projects, and activities as assigned.

Attends various meetings, when relevant to the fire department.

Acquires and maintains specialized training/certification as required.

Conducts or delegates fire investigations as needed.

Performs other duties as assigned.

Education, Training, and Experience Required:

High School diploma or GED. 10 years of experience in the Fire Service. Supervisory or command experience and emergency medical competence. College education (Associate and/or Bachelor), in Fire Protection, Fire Science, Fire Administration, Public Administration, Business Administration, Emergency Responder Administration, Emergency Management, or other relevant field; or experience which demonstrates the ability to perform effectively in management and the fire fighting field. Must possess a current drivers license. Must possess current Oklahoma State Emergency Medical Technician license.

Knowledge, Skills, and Abilities:

Policies and procedures of the City of Warr Acres and the Fire Department.

The history and mission of the Warr Acres Fire Department.

Principles of employee coaching, supervision, and training.

Community demographics.

The geography of the City of Warr Acres and surrounding area.

Operation and use of modern fire fighting apparatus and equipment.

The Incident Command System (ICS).

Operation characteristics, services, activities of comprehensive fire suppression and prevention programs and emergency medical services.

Modern office procedures, methods, and equipment including computers and related software.

Communications equipment.

Safe work practices and procedures.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance review.

Business letter writing and report preparation with English usage, spelling, grammar, and punctuation.

Ability to perform fire fighting tasks, wear personal protective equipment, and operate as a team and independently at incidents.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand, give and/or follow oral and written instructions and to work in a paramilitary-type organization with chain of command operational procedures.

Work Environment and Physical Demands:

Will be involved in physically draining and exhausting activities, which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.

Will have to carry heavy firefighting equipment while climbing ladders and going through buildings.

Will be exposed to severe weather conditions, 100% humidity, and extreme temperatures while working at a fire scene or other emergency incident.

Will be exposed to noxious smoke and fire that may adversely affect each of the senses including smell, touch, taste, hearing and sight.

Will be exposed to blood-borne pathogens, air-borne pathogens, and other hazards associated with emergency medical responses.

Will have to manage a number of people and projects at one time and may be interrupted frequently to meet the needs and requests of residents.

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

Last Date of Revision: 3/29/2014