

Scott County Government

Position: Job Title: Assistant Fire Chief
Department Name: Fire Department
Supervisor Title: Fire Chief

Position Summary

Under the direction of the Fire Chief, the Assistant Fire Chief is responsible for the overall planning, organizing, and directing of day-to-day operations; and the evaluation of all emergency operations including fire suppression, rescue, emergency medical services, and hazardous materials mitigation. Additional responsibilities include overseeing members assigned to training, safety, maintenance of apparatus, maintenance of facilities, coordinating the purchase and maintenance of tools and equipment, and fire prevention. The Assistant Fire Chief assists the Fire Chief in post-operation analyses and evaluations; ensures sound fiscal management of budgeted resources.

Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as warranted within the scope of the duties and responsibilities of an Assistant Fire Chief.

1. Exercises strategic direction and supervisory authority as delegated by the Fire Chief
2. Assists in managing the development and implementation of fire department goals, objectives, training, policies, and priorities for each assigned service area; establish, within fire department policy, appropriate service and staffing levels; allocate resources accordingly
3. Represents the fire department to other County departments, other fire departments, elected officials, outside agencies, the public, community groups, and professional organizations
4. Assist in selection, training, motivation and evaluation of fire department members; provide or coordinate staff training; work with members to correct deficiencies
5. Plan, direct and coordinate, through subordinate level members, the fire department's work plan; meet with department officers to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures
6. Makes periodic inspections to assure adherence to departmental policy regarding firefighting readiness

7. Assists with creating, implementing and maintaining operating guidelines, procedures, and policies.
8. Conducts plan reviews and inspections of residential, commercial and industrial construction and makes recommendations to Chief or others as necessary
9. Perform Fire Inspections and assist in building inspections, new construction and old construction
10. Monitors maintenance of buildings, vehicles, and equipment
11. Manage parts of and participate in the development and administration of the fire departments budget; direct the forecast of additional funds needed; direct the monitoring of and approve expenditures of the fire department; direct the preparation of and implement budgetary adjustments as necessary; direct the preparation of invoices received for PO assignment and payment
12. Participate and attend meetings, and represents the Fire Chief at Fiscal Court meetings when necessary. Serves on boards and committees at the Fire Chief's request
13. Coordinate fire departments activities with those of other departments and outside agencies and organizations; provide staff assistance to the Fire Chief
14. Stay abreast of new trends and innovations in the fields of fire prevention, suppression, community risk reduction, education, and emergency medical services as needed
15. Follow all fire department safety procedures and policies as in place
16. Assume control of any scene upon arrival or until relieved by the Fire Chief if needed
17. Enforce burn ordinances
18. Assist with investigation of all fires to determine cause, including suspected arson
19. Performs other duties of a similar nature or level
20. May require occasional On-call duties.

Position Dimensions

Education and Experience

Education:

- Associate Degree from accredited college or university with concentration in Fire Science, public administration, or related subject is preferred but not required

Required Work Experience and Certifications:

- Minimum of 8 years of active fulltime experience in an organized fire department
- Minimum of 4 years of experience in an administrative/supervisory capacity
- Must be a Kentucky Fire Commission Certified 300-hour level firefighter
- Must have Kentucky Fire Commission or IFSAC/Pro Board Fire Instructor Level I certification
- Must have Kentucky EMT certification

Knowledge, Abilities, and Skills:

Knowledge:

- Operational characteristics, services and activities of a comprehensive fire department program
- Effectively handling of difficult or sensitive issues, using professionalism and an understanding of organizational culture
- Applicable Federal, State, Local and County government codes, rules and regulations relating to the various aspects of fire department management
- Administrative principles and practices, including goal and objective development, work planning and employee supervision
- Concepts and principles of the National Incident Management System (NIMS)
- Modern and complex principles and practices of program development and administration
- Advanced principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Principles, practices, methods and techniques of modern life safety, fire suppression, fire prevention, Fire Inspections, rescue and emergency medical services
- Emergency management and planning
- Operation, maintenance, and uses of firefighting apparatus and equipment
- Fire behavior and firefighting strategy and tactics
- Thorough knowledge of the geography of the County, including the location of streets and roads, fire hydrants and the location and interior plans of major buildings
- Extensive knowledge of technical rescue techniques, emergency medical service and hazardous materials response

Ability to:

- Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility
- Provide administrative and professional leadership and direction for the fire department
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire and EMS services
- Research, analyze, and evaluate new service delivery methods, procedures and techniques
- Interpret and apply Federal, State, and Local policies, procedures, laws and regulations
- Assess organizational culture to facilitate implementation of change
- Maintain composure in emotionally charged and stressful situations
- Provide leadership and direction to all employees

- Ability to analyze emergency situations and adopt quick, efficient and reasonable courses of action with a minimum of hazard to fire personnel and the general public

Skills:

- Assist in the preparation and administration of the fire department budget
- Allocate limited resources in cost effective manners
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Prepare clear and concise reports when needed and requested
- Technical writing skills
- Operating modern office equipment, software, and operating systems/applications
- Oral and written communication, sufficient to exchange or convey effective information
- Time management

Supervision

The Assistant Fire Chief is directly supervised by the Fire Chief. The Assistant Fire Chief is responsible for daily supervision of staff officers and administrative support staff. Positions included are Battalion Chiefs, Captains, Lieutenants, Fire Fighters, and any other positions as assigned by the Fire Chief. Oversees specific projects as assigned by the Fire Chief. In the absence of the Fire Chief, the Assistant Fire Chief shall direct all fire department operations.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.