

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 assisting with the overall planning, organization, administration, and direction of the day-to-day operations of the Scott County Fire Department.

The Assistant Fire Chief provides leadership and oversight of emergency operations, including fire suppression, rescue, emergency medical services, hazardous materials mitigation, and other emergency response activities. The Assistant Fire Chief provides direct administrative and operational oversight to the department's Battalion Chiefs, including the Battalion Chiefs assigned as Shift Commanders and the Battalion Chief of Training and Safety, as well as the Fire Marshal.

The Assistant Fire Chief oversees assigned department programs and personnel, including training, safety, fire prevention, fire investigation, apparatus and equipment readiness, facilities, and other areas designated by the Fire Chief. The Assistant Fire Chief works through subordinate officers and assigned personnel to ensure effective operations, appropriate staffing, operational readiness, and compliance with department policies, procedures, and directives.

The Assistant Fire Chief assists the Fire Chief with strategic planning, policy development, personnel matters, budget administration, post-incident analysis, operational evaluations, and the effective use of department resources. In the absence of the Fire Chief, the Assistant Fire Chief assumes responsibility for the direction and coordination of Fire Department operations and exercises the authority delegated to the position by the Fire Chief and applicable County policies. The Assistant Fire Chief represents the Fire Chief and the Fire Department when requested and performs other duties as assigned.

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. Serves as the second-in-command of the Scott County Fire Department and exercises strategic direction and supervisory authority as delegated by the Fire Chief.
2. Assists the Fire Chief in developing and implementing department goals, objectives, policies, procedures, training programs, and operational priorities.
3. Provides direct administrative and operational oversight to the Battalion Chief of Training and Safety, Fire Marshal, and Battalion Chiefs assigned as Shift Commanders.
4. Provides leadership and direction through subordinate officers and personnel to ensure effective delivery of fire suppression, rescue, emergency medical services, hazardous materials mitigation, and other emergency services.
5. Oversees the department's three-platoon operational structure and works with Shift Commanders to maintain appropriate staffing, operational readiness, deployment, and effective use of department personnel and resources.
6. Plans, directs, and coordinates department work activities through subordinate officers and personnel; establishes priorities, assigns responsibilities, and monitors the completion of assigned projects and programs.
7. Works with Battalion Chiefs, Captains, and other department personnel to identify and resolve operational, personnel, training, safety, equipment, and administrative issues.
8. Assists with the selection, training, development, motivation, and evaluation of department members and works with supervisors to address performance deficiencies and professional development needs.
9. Provides administrative oversight of the department's training and safety programs through the Battalion Chief of Training and Safety and assists in identifying department-wide training, safety, and professional development needs.
10. Provides administrative and operational oversight of fire prevention, fire inspection, plan review, fire investigation, and related community risk reduction activities through the Fire Marshal.
11. Monitors the operational readiness, maintenance, and availability of department stations, apparatus, vehicles, equipment, facilities, and other operational resources through assigned personnel and subordinate officers.
12. Assists with the development, implementation, review, and maintenance of department policies, standard operating procedures, standard operating guidelines, administrative directives, and other organizational documents.
13. Responds to emergency incidents and, when appropriate, assumes command of an incident upon arrival or as otherwise directed until relieved by the Fire Chief or another designated incident commander.
14. Participates in post-incident analysis and operational evaluations and assists in identifying training, equipment, staffing, policy, or operational improvements.
15. Assists the Fire Chief with the development and administration of the department's annual budget; monitors expenditures, assists with forecasting future needs, and helps ensure department resources are used effectively and responsibly.
16. Assists with purchase requests, budget adjustments, invoices, and other financial or administrative documents as assigned.

17. Represents the Fire Department with County departments, other fire departments, emergency service agencies, elected officials, outside agencies, community organizations, professional organizations, and the public.
18. Participates in meetings and represents the Fire Chief at Fiscal Court meetings and other meetings when requested; serves on boards, committees, and organizational groups at the direction of the Fire Chief.
19. Coordinates Fire Department activities with other County departments, emergency service agencies, and outside organizations and provides staff assistance to the Fire Chief on departmental and organizational matters.
20. Maintains current knowledge of trends, innovations, and developments in fire suppression, emergency medical services, rescue, hazardous materials response, fire prevention, fire investigation, training, safety, emergency management, and fire service administration.
21. Promotes a professional, safe, accountable, and productive work environment and ensures compliance with department policies, procedures, safety requirements, and applicable laws and regulations.
22. Performs other duties and responsibilities as assigned by the Fire Chief and may require occasional on-call duties.

Position Dimensions

Education and Experience

Education

- High school diploma or GED required.
- Associate degree from an accredited college or university with a concentration in Fire Science, Public Administration, Emergency Management, or a related field is preferred but not required.

Required Work Experience and Certifications

- Minimum of eight (8) years of active, full-time experience in an organized fire department.
- Minimum of four (4) years of experience in an administrative or supervisory capacity.
- Must possess Kentucky Fire Commission Certified Firefighter (Kentucky Basic 2) certification.
- Must possess Kentucky Fire Commission or IFSAC Fire Instructor I certification.
- Must possess a current Kentucky EMT certification.

Position also requires extensive knowledge of:

- Scott County Fire Department policies, procedures, and operational practices
- Scott County Government employment policies and procedures
- Modern firefighting principles, methods, and techniques;
- Emergency incident management and command principles;

- Fire department administration, personnel management, and organizational practices;
- The operation, maintenance, and readiness of fire apparatus, vehicles, tools, and equipment;
- Fire service training and safety practices; and
- Applicable fire prevention, fire investigation, and community risk reduction practices.

Preferred Qualifications

- Proven computer skills and proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.
- Experience in fire service administration, personnel management, budgeting, training, emergency management, or organizational leadership.
- Experience supervising subordinate command officers and managing department-wide programs.

Knowledge, Abilities, and Skills:

Knowledge

Thorough knowledge of:

- Operational characteristics, services, and activities of a comprehensive fire department.
- Scott County Fire Department policies, procedures, organizational structure, and operational practices.
- Scott County Government employment policies and procedures.
- Modern firefighting principles, methods, and techniques.
- Emergency incident management and command principles.
- Principles and practices of fire department administration and organizational management.
- Administrative principles and practices, including goal and objective development, work planning, resource allocation, and employee supervision.
- Principles of supervision, training, professional development, and performance evaluation.
- Fire service training and safety practices.
- Operation, maintenance, and readiness of fire apparatus, vehicles, tools, and equipment.
- Fire suppression, rescue, emergency medical services, and hazardous materials response.
- Fire prevention, fire investigation, and community risk reduction practices.
- Emergency management and planning.
- Concepts and principles of the National Incident Management System (NIMS).
- Applicable federal, state, local, and County laws, rules, regulations, codes, standards, and policies relating to fire department operations and administration.
- Budget preparation, administration, monitoring, and resource management.
- Personnel management and organizational practices.

- The geography of Scott County, including major streets, roads, fire hydrants, facilities, and major buildings.
- Current trends, technology, and developments affecting the fire service.

Ability to

- Plan, organize, direct, and coordinate the work of subordinate command officers, supervisory personnel, and other department employees.
- Provide administrative and professional leadership and direction for the Fire Department.
- Provide effective oversight of Battalion Chiefs, Captains, the Fire Marshal, and the Battalion Chief of Training and Safety.
- Develop, implement, and administer department goals, objectives, policies, procedures, and operational priorities.
- Establish priorities and allocate personnel, equipment, and financial resources effectively.
- Evaluate department operations and identify opportunities for improvement.
- Analyze operational and administrative problems, identify alternative solutions, evaluate consequences, and implement appropriate recommendations.
- Interpret and apply federal, state, local, and County policies, procedures, laws, regulations, codes, and standards.
- Maintain composure and exercise sound judgment in emotionally charged, stressful, and emergency situations.
- Make timely and effective decisions during emergency incidents and administrative situations.
- Provide leadership and direction to department personnel.
- Establish and maintain effective working relationships with employees, County officials, elected officials, other emergency service agencies, community organizations, and the public.
- Communicate effectively with department personnel, County officials, outside agencies, and the public.
- Manage multiple responsibilities, projects, and priorities in a demanding environment.
- Prepare and communicate information clearly and professionally, both verbally and in writing.
- Promote accountability, professionalism, teamwork, and organizational effectiveness.

Skills

- Leadership and organizational management.
- Personnel supervision and performance management.
- Emergency incident command and decision-making.
- Budget preparation and administration.

- Resource allocation and fiscal management.
- Problem solving and critical thinking.
- Conflict resolution and interpersonal communication.
- Technical and professional writing.
- Preparation of clear and concise reports.
- Public speaking and professional presentations.
- Microsoft Office Suite and other modern office technology.
- Oral and written communication sufficient to effectively exchange and convey information.
- Time management and organizational skills.

Supervision

The Assistant Fire Chief is directly supervised by the Fire Chief and serves as the second-in-command of the Scott County Fire Department.

The Assistant Fire Chief provides direct administrative and operational supervision to:

- Battalion Chiefs assigned as Shift Commanders;
- Battalion Chief of Training and Safety; and
- Fire Marshal

The Assistant Fire Chief provides leadership, direction, and oversight to department personnel through the established chain of command. The Assistant Fire Chief works through Shift Commanders, Captains, and other subordinate personnel to accomplish department goals and maintain effective daily operations.

The Assistant Fire Chief oversees specific programs, projects, and responsibilities as assigned by the Fire Chief.

In the absence of the Fire Chief, the Assistant Fire Chief shall assume responsibility for the direction and coordination of Fire Department operations and shall exercise the authority of the Fire Chief to the extent authorized by applicable County policies, department policies, administrative directives, and established command procedures.

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. The position may be exposed to smoke, fire, extreme weather conditions, hazardous materials, infectious materials, traumatic scenes, elevated noise levels, and other conditions associated with emergency response operations.

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.