

## **JOB DESCRIPTION**

### **ASSISTANT CHIEF OF DEPARTMENT**

Shall be appointed annually by the Clío Area Fire Authority.

- In the absence of the Chief, shall assume command, duties and responsibilities of the Chief.
- While serving in the capacity of the Chief, shall execute the accepted policies and practices instituted by the chief.
- Shall perform his duties under the direction of the Chief and shall be responsible to him for the proper execution of such duties.
- The Assistant Chief shall have general supervision over all personnel and operations of the Fire Department in the absence of the Fire Chief.
- Shall perform all other duties as directed by the Chief.

#### **ADMINISTRATIVE**

1. Shall maintain a complete and up-to-date personnel record of all officers and members of the department.
2. Shall submit to the chief written recommendations for improving fire protection or for increasing the efficiency of the Department.
3. Shall assist in preparation of the budget and controlling expenditures.
4. Shall be the primary purchasing agent for the Department.
5. Shall administer his assigned duties to conform to the policies and practices of the Department and shall coordinate the duties of all subordinate officers to effect unity of operation.
6. Shall be responsible for the general condition, the discipline, and the efficiency of the Department, and shall require strict enforcement of the Rules, Regulations, Policies and of orders and instructions of the Chief.
7. Shall counsel personnel to maintain effective organization; settle grievances and complaints through subordinate personnel; recommend transfers and demotions.
8. Shall at all times maintain order and discipline in the department and when any offense under the rules has been committed and if, in his judgment, prompt action is required, he shall immediately suspend the member from duty and/or see that proper charges and specifications are duly forwarded to the Chief.
9. Shall examine all reports and communications originating within his area of supervision and record his approval or disapproval as appropriate. When necessary, he shall conduct an investigation and forward a supplementary report to the Chief.

#### **EMERGENCY SCENE OPERATIONS**

1. Shall respond to alarms of fire and other emergencies as prescribed by the Chief.
2. Shall respond to major alarms and act as first in command of all firefighting and life-saving operations unless relieved of command by the Chief, order apparatus and equipment not needed at the fire to return to the station, and supervise overhauling and salvage operations.
3. Shall implement the Incident Command System to the extent warranted by the nature of the incident.

#### **QUALIFICATIONS**

Shall have a minimum of eight, (8) year's experience in the fire service.

Should have a minimum of three, (3) year's experience as an officer.

Shall have demonstrated administrative abilities.

Shall have a working knowledge of the Incident Command System.

A Fire Science Degree, National Fire Academy Fire Officer Training Classes, management/leadership training programs and/or previous management experience is desired and will be given consideration at time of interview.