

ASSISTANT FIRE CHIEF

GRADE PS24

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate professional and responsible administrative work assisting with planning, directing, coordinating and overseeing fire, rescue and emergency management; does related work as required. Work is often performed under emergency conditions and may involve personal hazard. Work is performed under general supervision. Supervision exercised over assigned departmental personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the overall planning, direction and administration of fire, rescue and emergency services; overseeing and participating in the preparation of files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, directs, coordinates and evaluates the activities of a division to ensure consistency of policies and procedures.
- Supervises battalion supervisors and other subordinate personnel in the resolution of difficult personnel and organizational issues; acts as incident commander or consultant until relieved by higher ranking officer.
- Assists in budget preparation and personnel management and hiring; coordinates departmental activities with other departments and agencies; evaluates subordinates.
- Conducts research and presents recommendations.
- Participates in the preparation of and executes plans for disaster operations; serves as the Deputy Coordinator of Emergency Management.
- Provides oversight and coordination of scheduling, selection and deployment of Department of Fire, Rescue and Emergency personnel.
- Directs the operation of emergency service delivery; provides oversight and coordination of activities for personnel assigned to communications and logistics.
- Oversees prevention activities of the Department including injury and fire prevention.
- Supervises fire code enforcement and plans review in the absence of the Chief; organizes, assigns, reviews and evaluates the work of the fire prevention inspectors and investigators in the absence of the Chief.
- Supervises and/or participates in the investigation of all fires of suspicious or extensive nature, which includes gathering evidence and serving as a resource for legal actions as necessary.
- Ensures the investigation of all complaints of fire hazards and directs other related complaints to the proper agencies.
- Supervises the processing and maintaining of fire incident report data.
- Supervises and participates in recruitment, hiring, training, discipline, counseling, performance evaluations and coordination of scheduling staffing/station assignments.
- Attends and assists in the instruction of departmental training.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of fire suppression, rescue and emergency services; comprehensive knowledge of departmental rules and regulations; comprehensive knowledge in operation and maintenance of apparatus and equipment; thorough knowledge of supervisory principles and practices; ability to program activities and implement same; ability to effectively supervise others at fires and other emergencies; possession of physical endurance and agility; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in Fire Science or related field and extensive increasingly responsible fire, rescue and emergency management administration experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, standing, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and wearing a respirator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of certification as Firefighter II, H/M Operations, EMT-Cardiac/Paramedic, EVOC III, ICS, Fire Officer I and VA Fire Associate Instructor, Fire Inspector and Investigator.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

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