

**ASSISTANT FIRE CHIEF**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and administrative position in the fire department, the primary duties of which are the assisting the Fire Chief in management of the operations of the department, and the supervision of subordinate personnel. The employee of this class participates in the planning and organization of the department, and makes recommendations to the Fire Chief. The Assistant Fire Chief provides employee training, oversees the care and maintenance of departmental equipment and vehicles, and provides for the maintenance of departmental records and reports. The Assistant Fire Chief assumes command at the scene of a fire or other emergency, and directs operations until relieved by the Fire Chief. The employee of this class performs the duties of the Fire Chief in the absence of the Chief. The Assistant Fire Chief works with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes the duties of the Fire Chief in the Chief's absence. Manages all department operations on an assigned shift. Assists the Fire Chief in planning and organizing operations of the department. Recommends changes in department operations. Conducts inspections of department operations, evaluates the effectiveness of the department services, and takes action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned personnel to insure compliance with departmental standards for safety and propriety. Assigns work or duty areas and work schedules. Oversees and evaluates the work performance of subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who experience work problems. Maintains discipline among subordinates and recommends disciplinary action.

Develops the training program for the department. Personally trains department personnel in the classroom setting and by conducting drills and evolutions. Provides for on-the-job

training for new employees.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up and supervises subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment systems, use of water supplies, salvage and overhaul, and providing of emergency medical services. May participate as a member of the fire attack team. Oversees safety procedures. Participates in handling of emergencies involving hazardous materials. Maintains fireground communications.

Performs annual fire inspections and new business inspections. Collects information for pre-fire planning. Assists in investigating fires to determine the cause, origin, and circumstances of each fire. Secures the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel. Testifies in court when required.

Supervises the general care, maintenance, and use of department apparatus and equipment, vehicles, and property. Directs the testing of equipment to insure that it meets all applicable standards. Arranges for repairs and maintenance, and inspects following repairs to insure that these were correctly performed. Writes specifications for new fire department equipment, prepares specifications for bids, and makes recommendations on major purchases for the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Firefighter/Operator for a minimum of ten (10) years.

Must have a minimum of five (5) years experience in a supervisory position.