

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT FIRE CHIEF
DEPARTMENT: FIRE
REPORTS TO: FIRE CHIEF

CLASS CODE: 1004
FLSA STATUS: E
DATE: 06/13

JOB SUMMARY:

Under the supervision of the Fire Chief, plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated. Also, in the absence of the Fire Chief, the Assistant Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Develops and coordinates plans for efficient and effective operations within his assigned areas. Makes recommendations to the Fire Chief relative to the long-term needs for maintaining, and improving effective operations within his assigned areas;

Oversees the administration of his assigned areas;

Annually recommends a proposed budget with respect to his area to the Fire Chief;

Attends training programs oriented to the duties of the assistant fire chief;

Oversees and provides for departmental training at all levels to ensure safe and effective operations;

Provides for attendance/membership on all necessary associations, boards, committee's, etc. to insure department representation.

Responds to emergency calls as necessary and may assume command and direct activities (in the absence of the fire chief) under the department's jurisdiction and authority.

Responsible for all fire department operations and activities within his assigned areas, and in the absence of the Fire Chief;

Maintain communication among subordinates;

Establishment of goals, objectives, and priorities for the continued operation of the department within assigned areas;

Delegate authority and responsibility for the achievement of his areas goals, objectives, and priorities;

Enforce rules, regulations, codes, and ordinances adopted by the City;

Required to attend certification classes and seminars outside of the immediate area, as well as pertinent board meetings;

Ability to supervise subordinates, maintains discipline, direct training, and cooperates with other officers and employees;

Ability to communicate verbally and in writing to superiors and the public in the form of presentations, reports, and training;

Prepare and recommend a budget to achieve the goals and priorities of his area;

Assist with determining and recommending the equipment necessary to execute the functions of the department;

Assist with testing, interviewing, and determining eligible candidates for appointment to and promotions within the department;

Assist in preparation of a master plan for future department operations;

Ability to complete written reports of fires, medical emergencies, and inspections;

Must complete a minimum of one hundred and twenty (120) hours of training per year.

Enters data into computer system.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Fire Vehicle	General Office Equipment	Computers
Communications Equipment	Lifesaving Equipment	Audiovisual Equipment
Calculator	Rescue Equipment	Fire Suppression Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's Degree; and,

Five years of as a certified firefighter with two years as a company level (Capt./Lt.) officer; or,

Any Captain who is in good standing and has a minimum of four years in position with the St. Marys Fire Department at the time the testing and selection and has been a certified firefighter for two years prior to the announcement is made is eligible for participation in the process, or;

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

NPQ - I Certification, NPQ II and working toward Fire Officer I

Medical First Responder Certification

HazMat Awareness, Operation and Technician

Instructor I and Inspector I

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of current fire suppression and fire fighting techniques, EMS responses, Haz-Mat scenarios and related emergency services within the Fire Department, including all related equipment;

Comprehensive knowledge of the geography of the City of St. Marys and surrounding areas, (or the ability to quickly learn this information), including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;

Comprehensive knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;

Comprehensive knowledge of hydraulics as applied to pump operation and fire equipment;

Comprehensive knowledge of all safety practices involved in fire suppression and fire fighting;

Skill in using fire fighting equipment;

Ability to make determinations as to the best course of action for fighting fires or responding to other related emergency situations;

Ability to supervise, coordinate and evaluate the work of others;

Ability to work under extremely stressful situations which result from a building fire, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

Ability to understand and follow oral and/or written policies, procedures and instructions;

Ability to prepare and present accurate and reliable reports containing findings and recommendations;

Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Integrity, ingenuity and inventiveness in the performance of assigned tasks;

Ability to see and perceive color and depth;

Ability to smell;

Ability to lift more than 60 pounds.

Working Conditions:

Work is performed in an office, fire vehicle and in the field exposing the employee to various outside atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools, or machinery, electrical shock, radiation, explosions, falling from high, exposed places, and/or toxic or caustic chemicals. The employee is frequently exposed to persons who have contagious diseases/illnesses, volatile situations and imminent danger when performing the essential functions of the job.

The incumbent's working conditions are typically moderately quiet, but can be very loud at some locations.

file: assistant fire chief

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.