

ASSISTANT FIRE CHIEF

PURPOSE: To direct and supervise fire operations.

FUNCTIONS:

1. Direct and supervise fire operations.

- * A. Act as Incident Commander in emergency situations.
- * B. Develop, direct, and monitor a strategic plan for incident resolution.
- * C. Review performance to determine effectiveness and adherence to procedures.
- * D. Provide for incident investigation and criminal prosecution as necessary.
- * E. Monitor radio communications and advise Fire Dispatcher.
- * F. Plan, coordinate, and monitor inspection operations.

2. Organize and direct the work activities of assigned personnel.

- * A. Determine priorities, assign work and projects, and coordinate schedules of assigned personnel.
- * B. Effectively recommend the hire, transfer, suspend, or discharge assigned personnel.
- * C. Establish work standards and complete employee evaluations.
- * D. Discipline assigned personnel as necessary.
- * E. Monitor work sites and ensure compliance with established methods, guidelines, standards, and procedures.
- * F. Recommend adjustments or other actions in employee grievances.
- * G. Provide assigned personnel with access to all information necessary for the performance of their job duties.
- * H. Provide for the education and training of subordinates in correct and safe operating procedures.
- * I. Determine and administer appropriate rewards including letters of commendation or other forms of recognition.
- * J. Develop, implement, review and ensure compliance with Department standard operating procedures, policies, and guidelines.
- * K. Recommend subordinates for promotion and participate in the promotional process.

3. Participate as an active member of the management team.

- * A. Participate in the management decision making process.
- * B. Disseminate information to subordinates and administrators.
- * C. Conduct administrative assignments in accordance with Department procedures.
- * D. Coordinate long-range planning and goal setting on behalf of the Department.
- * E. Conduct team meetings.

4. Perform other related tasks as assigned.

- * A. Provide information to the media and the general public.
- * B. Provide technical assistance and support to civic organizations and the general public.
- * C. Prepare and evaluate technical and administrative reports.
- * D. Research and maintain up to date awareness of pertinent legislation, regulations and development which could affect the Department.
- * E. Act as Chief as assigned.
- * F. Develop and monitor budget and approve purchases of supplies, parts, and equipment.
- * G. Ensure compliance with City and Department policy and with labor agreements.
- * H. Monitor accident investigations conducted by supervisors.

- * I. Develop and maintain a capital equipment replacement program for assigned areas.
- * J. Prepare written reports, correspondence, and bid specifications as necessary.

Education and Experience.

- ** A. Five (5) years of experience as a Fire Captain, Deputy Fire Marshall, or Fire Marshall with the City of Duluth Fire Department.

License Requirement.

- ** A. Possession of a valid Minnesota Class D driver's license or privilege by date of appointment and thereafter.

Knowledge.

- ** A. Thorough knowledge of fire prevention, control, suppression, and hazardous materials technician level abatement methods.
- * B. Thorough knowledge of the operations and maintenance of firefighting apparatus, equipment, and tools.
- ** C. Thorough knowledge of all pertinent national, state and local codes, statutes, ordinances and laws, as they relate to fire prevention and fire suppression.
- ** D. Thorough knowledge of the City of Duluth and Fire Department's policies, procedures, and guidelines.
- ** E. Thorough knowledge of the properties and reactions of common and uncommon chemicals and products.
- ** F. Knowledge of general physics, hydraulics, and technical math as they relate to firefighting.
- ** G. Knowledge of effective management and supervisory practices.
- ** H. Thorough knowledge of applicable traffic laws and regulations.

Skills.

- ** A. Skill in communicating on a one-to-one basis and before groups for the purpose of obtaining or providing information.
- ** B. Skill in rapidly analyzing and determining appropriate action in crisis situations.
- ** C. Skill in reading and interpreting complex technical and legal materials.
- ** D. Skill in gathering and analyzing data.
- ** E. Skill in supervising subordinate personnel.
- F. Skill in public and media relations.

Abilities.

- ** A. Ability to develop and maintain effective working relationships with co-workers, administrators, employees, media representatives, and the general public.
- ** B. Ability to maintain required certifications.
- ** C. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
- ** D. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
- ** E. Ability to be courageous and careful, and to use good judgment in crisis and life-threatening situations.

Other Requirements.

- ** A. Must pass periodic medical examinations to verify the ability to physically perform all duties which may be assigned during emergencies, including tasks requiring the use of a self-contained breathing apparatus.
- ** B. Must possess natural or corrective vision of at least 20/20 in one eye and 20/30 in other.
- ** C. Must possess normal hearing when tested according to ANSI 1969 Standards.
- ** D. Must not use, by smoking, ingestion, or otherwise, any tobacco products.
- E. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Hall or at a location from which they can respond by vehicle to Headquarter Fire Hall within 30 minutes of being notified, given normal driving conditions.

* Essential functions of the job.

** Job requirements necessary on the first day of employment.

HR: KG	Union: Fire	EEOC: Protective Service	CSB: 20050607	Class No: 1329
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