



Assistant Fire and Rescue Chief
Public Safety

Position # : FRD 1102
FLSA: Exempt
Grade: 24

JOB SUMMARY

This position assists in directing the operations of the Public Safety Department and performs the duties of the Chief in his or her absence as assigned.

MAJOR DUTIES

- Monitors daily emergency response and performance.
- Responds to emergencies as needed and assumes command when appropriate using the incident command system.
- Recommends enhancements in training, apparatus, equipment, policies and procedures.
- Ensures compliance with safety policies and procedures.
- Prepares administrative reports, correspondence, and internal memoranda.
- Oversees the scheduling and performance of equipment maintenance.
- Oversees the scheduling and performance of equipment tests.
- Assists in the recruitment and training of volunteer and career staff.
- Investigates and resolves complaints.
- Monitors the department's personal property program.
- Makes presentations to community groups, including fire and life safety training presentations.
- Prepares press releases.
- Develops equipment and apparatus specifications and makes recommendations for purchases.
- Assists in coordinating department response to major emergency incidents.
- Conducts fire investigations to determine the origin of fires; collects evidence and prepares reports.

- Reviews plans for utility system expansions and fire hydrant locations.
- Coordinates fire hydrant flow tests.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern firefighting and EMS theories, practices and techniques.
- Knowledge of fire administration, fire prevention, fire communication, rescue, emergency medical and hazardous materials response principles.
- Knowledge of the use and operation of fire equipment and apparatus.
- Knowledge of federal, state and local laws relating to fire, rescue, and emergency medical services.
- Knowledge of emergency management principles and practices.
- Knowledge of county and department policies and procedures.
- Skill in management and supervision under both routine and emergency situations.
- Skill in decision making and problem solving.
- Skill in reading maps and blueprints.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in developing and implementing long-term operations plans.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire and Rescue Chief assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include county, state and federal fire codes, National Fire Protection Association guidelines, established medical procedures and protocols, county personnel policies, relevant state and federal guidelines, and departmental standard operating procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, management, supervisory, and technical duties. Emergency and life-threatening situations contribute to the complexity of the work.
- The purpose of this position is to assist in managing the delivery of fire and rescue services to the community. Successful performance helps ensure the protection of community life and property.

CONTACTS

- Contacts are typically with co-workers, elected and other local government officials, other department heads, other emergency management and emergency services officials, vendors, community and business leaders, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and educate the public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, except while at fire or other emergency scenes. The employee may be exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over department career and volunteer staff as assigned.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate state EMS certification.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Virginia Department of Fire Programs.