

City of St. Charles Position Description 	Position Title Assistant Fire Chief	<div style="text-align: right; border: 1px solid black; padding: 2px;"> F Functional Required </div>	
	Department Fire	Division Administration	Section
	Full/Part Time Full Time	Union Non-Union	
	Reports to Fire Chief	Positions Supervised <ul style="list-style-type: none"> • Battalion Chiefs • Captains • Lieutenants • Firefighters • Firefighter/ Paramedics • Contract Paramedics • Office Staff 	
	FLSA Status Exempt, Appointed	Salary Grade D	

Position Description Overview

This position, under the general supervision of Fire Chief, is responsible for supervising and coordinating assigned administrative activities within the Fire Department including participation in various programs and internal controls. May be assigned administrative, support services, and/or operational responsibilities. Assists in planning, organizing, and coordinating projects and activities to ensure the efficient and effective provision of life safety services to the community. The Assistant Chief is responsible for the supervision of employees in his/her assigned work group. Assists other supervisors/officers as necessary to facilitate Department initiatives. In the absence of the Fire Chief, this position may assume the duties of the department director when assigned.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Ensures compliance with and enforcement of all City and Fire Department rules, regulations, policies, and procedures.
2. Collaborates with other City Departments and outside agencies.
3. Assists in strategic planning for the Fire Department.
4. Assists in the development, training, and evaluation of personnel.
5. Relieves company officers or the Battalion Chief as appropriate and assumes command upon arrival at an emergency incident and oversees incident operations. Determines and directs proper deployment of

emergency response personnel, resources, and special response units at the scene of an emergency until relieved by the Fire Chief.

6. Serves in an on call capacity to respond to fire alarms or other emergencies.
7. Assists in the development and implementation of policies and procedures. Interprets, applies, and enforces City and Department policies, procedures, and guidelines. Attends staff meetings.
8. Participates in the Fire Department's medium and long range planning processes as they pertain to individual areas of responsibility.
9. Prepares and reviews forms, reports, schedules, and other administrative records and documents.
10. Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy.
11. Completes special assignments for the Fire Chief as assigned.
12. Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
13. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of fire and emergency services.
14. Provides staff assistance to the Fire Chief; prepares and presents staff reports and other necessary correspondence; participates in providing technical presentations to the City Administrator, City Council, and various groups.
15. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Fire Department programs, policies, and procedures as appropriate.
16. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
17. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends, within Departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
18. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Fire Chief; directs the implementation of improvements and activities of divisions and programs assigned to his/her supervision.
19. Plans, directs, coordinates, and reviews the business plan for the Fire Department; meets with assigned staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
20. Performs follow-up on issues, as directed, for other Chief Officers when they are unavailable due to vacation, illness, etc.
21. Performs functions of Duty Chief as assigned or scheduled.

Administration Responsibilities

22. Participates in the development and administration of the Fire Department annual budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs and implements adjustments as necessary.

23. Conducts internal investigations of Department personnel and complaints of members of the public or City employees. Maintains appropriate liaison with Human Resources and other pertinent departments and reports results to Fire Chief.
24. Maintains detailed records and prepares periodic reports on Departmental activities.
25. Serves as Fire Department liaison to the City's Information Services Department.
26. Oversees preparation of fire department monthly reports related to areas of responsibility.
27. Supervises the maintenance of department records.
28. Functions as the department Public Information Officer.
29. Manages and maintains the Fire Department website.
30. Oversees maintenance and repair of Fire Department facilities and fleet. Coordinates with other City departments/divisions.
31. Maintains productive liaison with the Human Resources, Finance, and Public Works Departments as may be necessary for the effective completion of Administrative Division responsibilities.

Support Service Responsibilities

32. Plans, directs, coordinates, and evaluates the activities of the Fire Prevention Bureau and the Bureau of Safety and Training; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, procedures, and program effectiveness.
33. Serves as Department Health, Safety, and Training Officer. Serves as Incident Safety Officer at emergency incidents. Determines and directs proper deployment of assets, resources, and personnel to assure safe operations.
34. Maintains Fire Prevention Bureau files (all data relative thereto inspections, investigations, complaints, special and peculiar hazards, and such other information) and Fire Department Training Records as may be required.
35. Assures the investigation of all fires as outlined in the Department Standard Operating Guidelines.
36. Participates in the drafting and enforcement of necessary fire prevention ordinances and municipal codes.
37. Serves as Fire Marshal and supervises the review of building plans for compliance with fire safety features.
38. Supervises continuing program of inspection of new and existing structures within the City. Conducts inspections and follow up as appropriate.
39. Prepares and submits to the Fire Chief an annual report of all activities of the Fire Prevention Bureau and the Bureau of Safety and Training.
40. Supervises the development, maintenance, and update of preplans and related policies.
41. Investigates and prepares reports regarding the circumstances of all work related injuries, vehicle collisions, accidents, reported close calls, and complaints from the public.
42. Supervises compliance of Fire Department personnel with City and organizational training requirements.
43. Develops, schedules, publishes, and coordinates a monthly training schedule for Fire Department personnel.

44. Conducts training and educational sessions including but not limited to the following.
- Firefighting training,
 - EMS training,
 - Personnel/career development,
 - Safety programs,
 - Special team training
 - City Training.
45. Develops appropriate training materials, outlines, and job performance requirements; adapts existing curricula; instructs, presents, or facilitates training sessions.
46. Monitors attendance of Fire Department personnel at approved outside schools, seminars, and conferences.
47. Schedules and conducts regular meetings of the Fire Department Safety Committee. Serves as Chairman of the Fire Department Safety Committee.
48. Maintains productive liaison with the Human Resources Department, Community Development, and other ancillary fire prevention and training organizations (i.e., Illinois Fire Service Institute, State Fire Marshal, Illinois Department of Labor, OSHA). Serves as a Fire Department representative in the event of an OSHA or IDOL inspection.
49. Administers the Fire Department fitness/wellness program and coordinates annual employee medical exam program. Serves as respiratory compliance officer.

Additional Job Functions	
<i>Standard</i>	
1. Contribute to a positive group environment by: <ul style="list-style-type: none"> • Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources. • Participating in proactive team efforts to achieve departmental and City-wide goals; • Assisting other co-workers on special projects as required; and • Providing leadership to others through example and by sharing knowledge and skills. 	
2. Perform other duties as required or assigned.	
<i>Position-Specific</i>	
1. Liaison and coordinate with peers from mutual aid agencies and departments.	
2. Serve as Department representative in Emergency Operations Center as assigned.	

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<i>Standard</i> <ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.

	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Thorough knowledge of management principles, personnel practices, and organizational and time management techniques. 2. Comprehensive understanding of firefighting, emergency medical, and rescue principles and practices. 3. Thorough understanding of incident command principles as well as the demonstrated ability to organize, deploy, and manage Fire Department resources in both emergency and non-emergency situations. 4. Comprehensive understanding of fire prevention methods and knowledge of local and State codes and ordinances pertaining to the same. 5. Comprehensive understanding of instructional techniques and methods. 6. Comprehensive understanding of City and Fire Department policies, rules, and regulations. 7. Cross-functional knowledge in the areas of Finance and Human Resources as it relates to assisting with the management of the Fire Department. 8. Thorough knowledge of local geography and special hazards within the community. 9. Complete training in incident management through NIMS 400.
<p>Skills</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Effective skills in negotiating, public speaking, and conflict resolution. 3. Excellent file maintenance and organizational skills.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Must demonstrate skills in scheduling, organizing, prioritizing, supervising and evaluating personnel.
<p>Abilities</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives. 5. Ability to develop work methods and procedures with initiative and good

	<p>judgment and to use resourcefulness and tact in meeting new challenges.</p> <ol style="list-style-type: none"> 6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of members of the public or employees. 9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities. 11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 13. Possession of a valid driver's license.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to manage emergency incidents and deal with situations of extreme stress without loss of productivity. 2. Ability to read, write, comprehend, and speak English and to demonstrate twelfth grade reading skills. 3. Ability to supervise, train, and evaluate personnel and to formulate plans, procedures, and policies. 4. Ability to communicate effectively, verbally and in writing.
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. Bachelor's degree with major course work in fire science technologies, fire administration, public administration, or related field required. 2. Master's degree desirable. 3. Eight (8) years of firefighting, fire prevention, EMS, and training experience. 4. Five (5) years of supervisory experience. 5. Possession of Certified Fire Officer II, by the Illinois Office of the State Fire Marshal. Fire Officer III desirable. 6. Possession of a valid Illinois Class B – non-CDL driver's license. 7. Completion of NIMS training in incident management through ICS 400. 8. Additional certification for Support Services Assignment. <ul style="list-style-type: none"> • Certified as an Incident Safety Officer by the Office of the State Fire Marshal [or shall attain within six (6) months of appointment].

	<p>9. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</p>
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
	<p><i>Position-Specific</i></p> <p>Heavy physical activity including:</p> <ol style="list-style-type: none"> 1. Ability to rescue, by carrying or dragging, an adult weighing at least 150 pounds from a hazardous situation. 2. Ability to lift and carry a stretcher with an adult patient weighing at least 150 pounds up or down stairs with a minimum of one person to assist. 3. Ability to walk or stand for an hour or more at a time. 4. Ability to identify and distinguish colors. 5. Ability to work in an area that is very uncomfortable due to dirt, drafts, fumes, noise, lighting, temperature variation, or other conditions. 6. Ability to perform unpleasant duties or deal with hazardous materials. 7. Ability to work in a restricted area for two or more hours at a time. 8. Ability to perform duties requiring extreme precautions to avoid illness or injury. 9. Ability to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks. 10. Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute. 11. Ability to make rapid transitions from rest to near maximal exertion without warm-up periods. 12. Ability to raise, climb, and work from ground and aerial ladders, without fear of heights inhibiting work. 13. Ability to operate hand and power tools in both emergency and non-emergency situations. 14. Ability to advance and drag fire hoses fully charged with water of up to 2 ½ inches in diameter limited distances both horizontally and vertically. 15. Ability to perform limited mechanical work involved in maintaining fire

	<p>apparatus, equipment, and tools.</p> <ol style="list-style-type: none">16. Ability to use a telephone/radio to receive and send communications.17. Ability to lift and position people or victims.18. Ability to safely operate a motorized vehicle under emergency conditions.19. Ability to spend extensive time outside exposed to the elements, and to work effectively in wet, icy, and/or muddy areas.20. Ability to tolerate extreme fluctuations in temperature while performing duties. Perform physically demanding work in hot (up to 400 degrees F) and humid (up to 100% humidity) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.21. Ability to operate in areas of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces, all the while performing tasks demanding physical exertion and intense concentration.
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Position Description Acknowledgement

Position Title

Assistant Fire Chief

Revised/Updated

6/15/12

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date