


**Ozark Fire Protection District
Personnel Policies and Regulations**

	APPENDIX NUMBER:	VI	APPROVED BY BOARD:	July 9, 2010
	CHAPTER TITLE:	Assistant Chief: Job Description		
	NUMBER OF PAGES:	3	AMMENDED:	October 17, 2017
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CLASS TITLE:

Assistant Chief

ACCOUNTABLE TO:

Chief

PRIMARY OBJECTIVE OF POSITION:

Under general direction, serves as a division commander and administers assigned duties in fire prevention and suppression, public education, and hazardous materials; fills in during the absence of the Chief, as assigned. Work varies requiring interpretive judgment within prescribed standards and procedures.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:


ESSENTIAL DUTIES ARE:

Directs, supervises, reviews, and performs in activities of fire fighter personnel performing fire prevention, fire fighting, first aid, training, house duties, rescue, and hazardous material response; directs fire fighting activities in absence from the scene of the Chief; recommends to superiors in matters of rules, budget, personnel, apparatus, equipment, and regulations; supervises tests of equipment hose and apparatus; inspects quarters, personnel, gear and equipment; supervises and checks apparatus, buildings for condition and inventory of supplies and equipment; may supervise a hazardous materials program; participates in and directs an adequate training program; prepares daily reports and accounts for personnel's time; attends meetings and drills and trains personnel; responds to emergency calls when off duty; receives and channels reports and communications to the Chief; assigns reserve equipment as needed; assumes responsibility for the fire fighting, training, or maintenance as assigned by the Chief; makes presentations to groups; investigates fire scenes for causes and arson; assists in pre-fire and pre-hazardous materials spill planning; carries out special assignments; maintains physical strength and agility; evaluates employee performance; performs fire fighter duties; assists in records maintenance; performs and supervises housekeeping and building maintenance duties; recommends repairs and maintenance to apparatus and buildings and obtains appropriate bids; maintains database of apparatus repairs and preventative maintenance.

OTHER DUTIES INCLUDE:

1. Meets the public and conducts tours of station
2. Performs other duties as assigned
3. Initiates routine operational records
4. Occasionally works with information restricted to specific persons for a limited time
5. Supervises and uses equipment requiring care to assure against breakdown or damage and to maintain accountability
6. Occasionally handles small amounts of funds

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7. Contacts with employees and the public are frequent, involving tact, patience, and tolerance in stressful situations
8. Position requires heavy physical work and occasional contact with undesirable physical conditions and hazards requiring constant safety considerations
9. Performs other duties as assigned by the Chief.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Responsible for supervision of small groups of personnel in an assigned division, and at scenes of emergencies; may serve as Senior Staff in the absence of the Chief.

EDUCATION, TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS:

Minimum requirements are as follows:

1. Associates Degree (or 60 hours of college credits)
2. Ten (10) years of experience on a career fire department
3. Five (5) years of supervisory experience on a career fire department
4. Fire Officer II
5. Fire Service Instructor I
6. Fire Inspector
7. Fire Investigator
8. Successful completion of a fit-for-duty test


Note: If an applicant does not have one (1) of the aforementioned requirements, he/she must obtain that requirement within one (1) year of their hire date.

An applicant hired into the position of Assistant Chief must reside within the Ozark Fire Protection District or within five (5) air miles from any district boundary or must be willing to relocate at time of employment.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

1. Effectively and efficiently plans, directs, and supervises the activities of assigned division;
2. Effectively and properly directs fire fighting and hazmat activities at the scene as required; makes sound judgments under stressful conditions;
3. Effectively prepares and recommends policy, rule and law changes, and proposals; prepares and maintains proper and accurate records and reports of activities;

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4. Understands and uses equipment and fire suppression methods properly and effectively; maintains and tests equipment, apparatus, and stations; performs proper and effective fire prevention inspections, fire suppression and rescue work;
5. Administers advanced first aid properly and effectively; demonstrates knowledge of effective EMS protocols for a wide variety of medical situations;
6. Assists and trains new employees effectively and cooperatively; conducts and supervises training and drill sessions regularly and applies knowledge gained; understands hydraulics and apparatus operations and operates equipment effectively and efficiently;
7. Demonstrates logic, memory and reasoning skills by applying current knowledge of elementary physics, chemistry and mechanics to fire fighting, hazardous material, and other situations;
8. Establishes a working climate in which employees are encouraged to work to their fullest potential;
9. Ability to perform moderate and heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds; ability to move a person weighing over 200 pounds;
10. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements;
11. Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment, and work effectively at emergency scenes;
12. Ability to talk and hear in person, by telephone and two-way radio and before groups; ability to see and read instructions, training materials, and see events at emergency scenes;
13. Establishes and maintains effective working relationships with employees, superiors, and the public.

PERFORMANCE EVALUATION

The Assistant Chief will be evaluated annually, during the month of November, by the Chief. The evaluation will be based on criteria set out in the job description.