



ALEXANDRIA FIRE DISTRICT

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JEFFREY H. POHLMAN
FIRE/EMS CHIEF

Assistant Chief

TITLE: Assistant Chief
REPORTS TO: Fire/EMS Chief

JOB DESCRIPTION

- This position meets the definition of firefighter found in KRS 61.315 (1)
- This position requires active fire suppression
- This position requires the fitting and use of a self-contained breathing apparatus due to exposure to hazardous atmospheres
- This position faces a high degree of danger or peril associated with collapse of buildings, the exposure to flames, smoke or fumes, and/or the presence of twisted metal and debris in the immediate rescue environment
- This position is exposed to infectious diseases or blood borne pathogens as a result of working in close physical contact with the general public
- This position requires a high degree of physical conditioning in order to fight fires, lift and move injured persons or debris, and deal with the physical and mental stress associated with the duties of this position.
- This position under the direct supervision of the Fire Chief, performs as an administrator, supervisory and specialized field and office work in the Fire District.

GENERAL STATEMENT OF DUTIES

Performs a variety of administrative, supervisory and technical work in the supervision and administration of fire suppression, emergency medical services, hazardous materials, and fire prevention activities. Performs day-to-day administrative in the absence of the Fire/EMS Chief. Performs the duties as a Command Officer at the scene of an emergency incident. Must function as a certified firefighter and maintain the physical conditioning necessary to safely mitigate imminent danger or peril related to hazardous firefighting job duties.

DISTINGUISHING FEATURES OF THE CLASS

An Assistant Chief must display a high level of knowledge and expertise in emergency procedures. Must be able to plan, supervise and coordinate the work of others. Must be knowledgeable in preventative maintenance; repair and testing of fire and EMS related equipment and apparatus. Must be able to represent the fire district with a high degree of professionalism. Must be able to perform the day-to-day administration operations of the fire district in the absence of the Fire/EMS Chief. Must be able to make decisions and must be capable of working alone.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises subordinate staff in their assigned duties as directed.

Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers.

Attends classes in firefighting, hazardous materials and other specialized training needed to maintain the prescribed level of certification.

Assists with reviewing disciplinary recommendations.

Monitors and observes departmental activities to ensure conduct and performance conform to department standards.

Responds to alarms received and directs routes to be taken; directs work of fire/EMS personnel; supervises through subordinate officers, the laying of hose lines, placing of ladders, direction of water streams, ventilation of buildings, rescuing persons, and placement of salvage covers.

Supervises maintenance of fire facilities and equipment and supplies.

Assists in training new employees/members.

Performs duties of subordinate positions as needed.

Attends conferences and meetings to keep abreast of current trends in the field; represents the department in a variety of local, county, state and other meetings.

Assists with administrative activities for the Fire District such as scheduling, budgeting, and training. Assists with planning and coordinating fire prevention and firefighting activities for the Fire District. Works in inclement weather and at varied hours of the day to assist in firefighting and fire suppression activities. Works in high places and with dangerous machinery and tools. Communicates accurately with our Fire District members and officers, government agencies, and the general public regarding fires, accidents, and emergency response situations, including the accurate preparation of reports. Assists with Supervision of all Fire District members to include career and volunteer in the performance of Fire District activities and provide adequate training as needed. Assists with preparation of the Fire District budget. Wears/carries required protective clothing and gear in training, rescue, fire suppression, and EMS activities. Works in a safe manner, observing all safety rules and poses no threat or injury to another. Must function as a certified firefighter and maintain physical conditioning necessary to safely mitigate danger or peril related to hazardous firefighting jobs duties.

REPORTS TO:

Fire/EMS Chief

SUPERVISION EXERCISED

Assists with the supervision of all Fire and EMS personnel

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to establish and maintain effective communications with others.

Continued efforts towards education dealing with fire, rescue and medical emergencies. Also, courses emphasizing managerial skills and techniques, through formal classes and by self-study.

Requires considerable knowledge of the principles, practices and procedures of modern fire operations and administration.

Requires considerable knowledge of specialized practices of fire functions to which assigned.

Requires considerable knowledge of department policies and procedures and the ability to enforce them tactfully and impartially.

Knowledge of attaining the most potential from employees/members by using the skills of good management effectively and fairly.

Knowledge of the layout of the district and surrounding areas.

Ability to lead, direct and supervise personnel effectively; to maintain discipline; to exercise good judgment and to cooperate with other officers and to deal with the general public in a professional manner.

Ability to read, write and understand the English language and to comprehend written and verbal orders so communications will be disseminated to both superior officers and to subordinates accurately.

Knowledge of EMS equipment, procedures and operations.

Knowledge and ability to direct all operations at emergency incidents and supervise the manpower involved, to safely and efficiently bringing them to a conclusion.

SPECIAL REQUIREMENTS/ACCEPTABLE TRAINING AND EXPERIENCE

Must be a Kentucky Certified Emergency Medical Technician or Paramedic

Must meet the requirements of Captain

Must have held the rank of Captain for at least two years

Associate Degree from an accredited college preferred but not required.

Must be a Kentucky Level I Fire Instructor

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the worker is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to handle or feel; climb or balance; stoop; kneel; crouch or crawl; reach with hands and arms; and taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, extreme heat, and vibration.

The noise level in the work environment is usually moderate in the office setting, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.