



City of Casa Grande

Assistant Fire Chief

GENERAL PURPOSE: Under limited direction performs a variety of complex administrative duties involving the planning, coordination and directs the emergency service operations of a full service fire/EMS/rescue emergency response agency. Provides administrative leadership in budgeting, code enforcement, emergency services, personnel and training. Serves as Fire Chief in his/her absence and represents the City in emergency service matters at the regional, state, and national levels.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.*

- Provide direct supervision to the suppression supervisory staff.
- Review the operations of the fire suppression shifts to assure the accomplishment of primary goals and objectives.
- Assume command at the scene of major fires and emergencies.
- Confer with the Fire Chief to develop, implement and revise policies and departmental procedures.
- Ensure conformance to policies, regulations and procedures.
- Provide information to officials of appropriate organizations and citizen groups regarding department operations, policies and procedures.
- Develop and implement major programs and projects.
- Administer personnel programs; including performance management processes and employee development programs.
- Assist in the development and administration of the department budget.
- Undertake special projects, reports and studies.
- Represent the department on State, Federal, county, citywide and inter-agency committees and other cooperative programs.
- Maintain close liaison with fire, law enforcement and other officials of neighboring public jurisdictions and with officials of State and Federal agencies.
- Oversee Special Operation Teams.
- Coordinate facility management of stations.
- Responsible for daily payroll of personnel.
- Attend conferences, training sessions and meetings.
- Attend and present technical information to the City Council as requested.
- Conduct internal fire department investigations as required.
- Able to effectively administer all department operations and capably assume full command in the absence of the Fire Chief.

JOB DESCRIPTION

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- Ability to analyze problems and make recommendations for resolution.
- Ability to learn, retain and apply technical information, terminology, equipment and guidelines.
- Perform other similar duties as assigned.

SUPERVISION EXERCISED: Battalion Chiefs and other personnel as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor's degree in Fire Science, Public Administration or related field. A Master's Degree and graduate of the Executive Fire Officer Program is desirable. Eight years of fire service experience, of which at least five years were in a supervisory position equivalent to a Battalion Chief or above in a fire agency.

Necessary Knowledge, Skills and Abilities:

- Knowledge of fire suppression principles, methods, techniques, and practices.
- Knowledge of principles, methods, techniques, and practices of hazardous material control/clean-up.
- Knowledge of first aid, CPR, and other basic emergency medical care techniques and methods.
- Knowledge of the streets, addresses, and locations throughout the City and local area and area geography and water systems and the location of hydrants or other water sources.
- Knowledge of the use and purpose of a variety of specialized equipment/tools/apparatus used in fire suppression, rescue, emergency medical assistance, hazardous materials, and tactical rescues.
- Knowledge of supervisory methods and techniques.
- Skill in motivating, communicating with, and instructing/training others, using both technical and non-technical language to explain complex subjects and processes.
- Skill in operating fire apparatus and pumps, and in fire suppression techniques.
- Skill in applying basic emergency medical assistance, including CPR and first aid.
- Skill in the safe and proper operation of equipment and tools.
- Skill in remaining calm under adverse conditions, and making sound judgments concerning life and property under pressure.
- Skill in writing legal documentation of incidents and responding to questions before legal counsel.
- Skill in supervising, evaluating, training, and motivating employees.
- Skill in written communications for administrative and technical purposes.
- Skill in oral communication in one-on-one and group situations.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local fire and emergency management officials, elected officials, subordinate staff, and City residents.

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Special Requirements:

- Haz-Mat Operations.
- Leadership I, II & III or equivalent.
- Fire Officer I or equivalent.
- Arizona Fire Fighter I & II Certified.
- Certified Arizona EMT as minimum.
- Valid Arizona Drivers License.

Physical, Mental and Environmental Demands: Standard office environment, emergency incident sites, and in fire station facilities.

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