

CITY OF LOS BANOS

Job Description

POSITION TITLE	ASSISTANT FIRE CHIEF
DEPARTMENT	FIRE
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To assist the Fire Chief in managing and directing the Fire Department; to plan, organize and direct technical, management and administrative work involved in commanding and coordinating fire emergency activities, fire prevention and education, apparatus maintenance and fire inspection and investigation activities; and to provide highly complex staff assistance to the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief. Exercises direct supervision over assigned sworn and non-sworn personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Assist the Fire Chief in managing and directing the Fire Department.
- Assist in developing department goals and objectives; assist in the development of and implementation of policies and procedures.
- Plan, organize and direct fire related activities including fire suppression, arson investigations, training, fire inspections, and basic life support operations.
- Develop and implement division work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Maintain emergency equipment, apparatus, and facilities.
- Oversee and participate in fire suppression, basic life support and first aid, fire and arson investigations, and fire inspection activities.
- Plan, organize and implement department training for fire suppression, heavy rescue operations, driver operator and related topics.

- Conduct commercial occupancy inspections on new and existing occupancies; plan check new commercial construction as it relates to fire related systems.
- Serve in the absence of the Fire Chief, including leading and overseeing the volunteer fire services program.
- Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Research, prepare, and present technical, administrative, and City Council Agenda reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

Knowledge of:

- Principles, practices, methods and techniques of modern fire suppression and life safety activities.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Modern fire prevention and investigation techniques.
- Modern hazardous material containment practices.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Modern office procedures, methods and computer equipment.

Ability to:

- Organize, direct and implement comprehensive fire suppression, life safety and fire investigation and inspection programs.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight 10 pounds or less.
- Effectively operate all fire suppression equipment with Department.
- Develop and implement programs to meet the needs of the City and residents.
- Prepare and administer a budget.

- Supervise, train and evaluate personnel.
- Remain calm and focused during emergency operations.
- Interpret and explain Department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties as well as those of a firefighter.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to the completion of the twelfth grade.
- Bachelor's degree from an accredited college or university in fire suppression or related field; or proof of enrollment in a Bachelor's degree program with an accredited college or university within thirty (30) days following hire date. Must be actively pursuing Bachelor's degree with completion date within eighteen (18) months following hire date.
- Possession of a valid California Class C driver license with Firefighter endorsement or Commercial Class A or B with endorsements.
- Possession of a current State of California Emergency Medical Technician (EMT) card is required at time of application. A course completion certificate is NOT adequate.
- Possession of a valid California Firefighter I Certificate.
- Possession of a valid California Fire Officer Certificate.
- Possession of a valid California Chief Officer Certificate, or ability to obtain within eighteen (18) months following hire date.
- Possession of a valid HAZMAT Operations and Awareness Certificate.
- Two (2) years of increasingly responsible command and supervisory experience in an organized career fire department, and two (2) years of experience at the rank of Fire Captain.

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