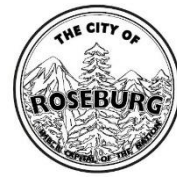


ASSISTANT FIRE CHIEF



Department: Fire	FLSA: Non-Exempt
Reports to: Fire Chief	Representation: Non-Represented
Pay Range: N17	Date Adopted: July 23, 2020 Date Revised: July 23, 2020

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY:

Commands the operations of the Fire Department. Serves as administrator of prevention, suppression, equipment, personnel and support functions. Serves as Acting Chief during the absence of the Fire Chief; directs the activities necessary to the fulfillment of departmental programs carried out by the Battalion Chiefs and Staff. Plans and directs the utilization of staff and resources in an effective, economical manner. Works under the general direction of the Fire Chief who outlines broad policies and reviews work for effectiveness and results obtained. Exercises supervision over Battalion Chiefs and company officers and may supervise all subordinate personnel under his/her command in regular and emergency operations.

ESSENTIAL FUNCTIONS:

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Functions as staff officer to the Fire Chief
- Regularly reports to the Chief on department activities.
- Serves as a member of the Fire Department's executive management team and participates in the development of goals, objectives, policies and procedures.
- Assist in the preparation, administration and monitoring of the department budget; serves as a liaison with the budget staff.
- Review MOPS and procedures and recommends changes to the Chief.
- Participates in hiring of new personnel in conjunction with the Personnel Director.

- Coordinates departmental promotions.
- Assists with the overall planning and research functions of the Department.
- Monitors divisional goals and objectives.
- Serves as program coordinator for special projects as needed.
- Serves as speaker and represents the Fire Department at various meetings and conferences.
- Supervises provision of training and development of subordinate personnel.
- Directs, interacts with and assists in community relations activities and programs.
- May respond to emergencies when necessary.
- Performs other related duties as required.

KNOWLEDGE & ABILITIES:

Knowledge

- Thorough knowledge of firefighting methods, principles, practices and procedures.
- Thorough knowledge of fire prevention laws and ordinances.
- Considerable knowledge of records, reports and training requirements.
- Knowledge in conducting internal fire department investigations, as required.

Abilities

- Ability to coordinate and supervise subordinate personnel; ensure conformance to policies, regulations and procedures.
- Ability to communicate proficiently both orally and in writing.
- Ability to learn, retain and apply technical information, terminology, equipment and guidelines.
- Ability to direct effectively, use good judgment and respond calmly in emergency situations.
- Ability to function with exposure to noxious fumes, gases, heat and all temperature and weather conditions.
- Ability to function in emergency, critical and violent situations.
- Ability to keep calm in various stressful situations and to make decisions.
- Ability to respond appropriately with minimal notice.
- Ability to work various shifts.
- Ability to wear helmets and protective gear.
- Ability to work in a fast paced, stressful situation with interruptions.
- Ability to communicate orally and in writing and produce written reports.
- Ability to read, collect and analyze data.
- Ability to withstand loud noises.
- Ability to accept supervision and criticism.
- Ability to climb various equipment and walk in all types of terrain.
- Ability to speak clearly with employees and the public.

Work Standards:

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Ability to receive supervision and constructive criticism.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action is stressed.

EDUCATION, CERTIFICATION, & EXPERIENCE:

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Possession of at least a Bachelor's Degree in Fire Science, Public Administration or related field.

Experience: Eight years of increasingly responsible experience within the fire service, including at least three years as a Chief Officer.

Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above as decided by the Fire Chief.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Physical condition sufficient to perform all duties of the position.

Possession of a valid Oregon Driver's license by time of employment, with acceptable driving record.

Obtain and retain Oregon EMT within first year.

Post-offer physical.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job; work is performed both indoors and outdoors; often being exposed to very hot or very cold temperatures. Work in an enclosed vehicle, such as a fire apparatus, on a daily basis. Requires specialized safety gear and a special uniform. Regularly wear specialized equipment, such as a self-contained breathing apparatus. May regularly be exposed to

hazardous equipment. Regular exposure to contaminants. Regularly exposed to hazardous situations and conditions. Because of this, incumbents may suffer cuts, bites, stings and minor burns. Exposure to sounds and noise levels that are distracting and uncomfortable on a regular basis. Regularly work in cramped places that require getting into awkward positions. Exposure to extremely bright or dim lighting conditions. May occasionally be exposed to high places. Requires work to be performed very near each other and other people, sometimes within inches. May have to physically assist victims when escaping a dangerous situation. May require some exposure to hazardous traffic conditions.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as an Assistant Fire Chief.

WORK SCHEDULE:

40 hours per week as determined by the Fire Chief

NON-ESSENTIAL JOB FUNCTIONS

This job description does not list any "Non-Essential" job functions.