

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	ASSISTANT FIRE CHIEF
<b>DEPARTMENT</b>	FIRE
<b>EMPLOYMENT CATEGORY</b>	EXEMPT
<b>EMPLOYMENT LEVEL</b>	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.
- 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.

### **DESIRED QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in fire suppression or related field.

12/21