

CITY OF HELENA



Position Title: Assistant Fire Chief

Department: Fire

Division: Administration

Grade: 162

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose: Under the Fire Chief's direction the Assistant Chief will participate in directing, managing, supervising, and/or coordinating Fire Department programs and activities. The incumbent will coordinate assigned activities with other City departments, divisions, and outside agencies. This position will provide highly responsible and complex administrative support to the Fire Chief. The Assistant Chief will be assigned to either the Operations Division or the Training Division and may periodically rotate between the divisions according to the needs of the Helena Fire Department.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Department Management and Administration

This position will assist in the management of all fire prevention, suppression operations, EMS services, and activities. The incumbent will participate in the development and implementation of goals, objectives, policies, work plan and priorities for the Fire Department. The Assistant Fire Chief will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. This position will respond to emergency incidents on an on-call basis and perform functions within Incident Command System. He/she will serve as Fire Chief upon the request or absence of the Fire Chief.

Operations Division Assignment

The Assistant Chief assigned to the Operations Division will assist in the planning, organizing, directing, supervision, and evaluation of the activities of fire suppression personnel. He/she will oversee the maintenance of records on emergency service calls, and all fire department equipment. This position will schedule and oversee the maintenance and repair of buildings and equipment. The incumbent will oversee the Fleet Maintenance program. The Operations Chief will serve as Infection Control Officer for the Fire Department; review and update the Exposure Control Plan; track any infectious exposures. The position will also oversee the communications system for the Fire Department; evaluate needs, schedule maintenance and repair to the communications equipment. He/she may provide managerial oversight to any special operations of the Fire Department as determined by the Fire Chief. The Operations Chief will plan, coordinate and communicate regularly with the Training Chief to ensure that these two divisions are functioning in a coordinated manner for efficient emergency service delivery. The Operations Chief will, at a minimum, conduct training quarterly, or more frequently, according to the needs of the department. The Operations Chief will also provide assistance in training records management.

Training Division Assignment

The Assistant Chief assigned to the Training Division will participate in the management, organization and operational activities for the Training Division. This will include researching, developing, establishing, and implementing training and operational procedures for the Fire Department. This position will prepare lesson plans and training manuals; plan and schedule training exercises; teach classes in classrooms and at the training grounds; test the knowledge and performance of fire personnel; work with employees to correct deficiencies; maintain records of participants and material taught in training sessions. He/she may provide managerial oversight to any special operations of the Fire Department as determined by the Fire Chief. The Training Chief will plan, coordinate and communicate regularly with the Operations Chief to ensure that these two divisions are functioning in a coordinated manner for efficient emergency service delivery.

Personnel Management

The Assistant Chief will elect, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. This position will participate in the development and revision of promotional exams, chair promotional boards; review exams for courses not covered by the designated training school; approve exams. The incumbent will participate in labor negotiations with the City's labor unions and in the Fire Department's Labor/Management Committee. He/she will assist in providing administrative and professional leadership and direction for the Fire Department.

Internal and External Public Relations

The Assistant Chief will coordinate assigned services and activities with those of other City of Helena departments, outside agencies and organizations; negotiate and resolve significant and controversial issues. This position will meet with such groups on a regular or as needed basis to ensure our services and activities work in concert with others serving our community.

Fiscal Management

The Assistant Chief will participate in the development and administration of the Fire Department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary. The position will evaluate new fire prevention and suppression products and make recommendations to the Fire Chief regarding possible purchases.

Safety Administration

The Assistant Chief is responsible to abide by the City of Helena and Fire Department work practices established for specific job assignment and occupations. The position is expected to report occupational injuries, illnesses and near misses immediately to their supervisor. Participate in accident investigations as requested by the supervisor. The incumbent will participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee. He/she will identify unsafe work conditions and practices. This position will correct hazards or report

them to the supervisor or safety committee as appropriate. The Assistant Chief is required to ensure that all employees within the department are following all City and industry safety standards and protocol.

Essential Knowledge, Skills and Abilities Related to this Position:

- Modern fire prevention, fire suppression, and rescue principles, practices, techniques, and procedures including the operation and maintenance requirements of the various types of fire-fighting apparatus and equipment.
- Pertinent Federal, State and local laws, codes and regulations including the Uniform Fire Code.
- Enforce regulations, policies and procedures firmly, tactfully, and impartially.
- Prepare and deliver effective oral presentations.
- Prepare and maintain accurate and complete records.
- Prepare clear, concise comprehensive reports.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands:

Ability to work in a standard office environment with ability to travel to different locations. Ability to see, hear, and speak to interact with public and city staff. Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs; exposure to extreme environmental conditions and a variety of hazardous conditions associated with emergency incidents; ability to travel to different sites and locations; availability for emergency call. Operate a variety of firefighting and emergency response equipment safely and effectively including communications and electronic technology.

Minimum Qualifications (Education, Experience and Training):

This position prefers training equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science or a related field. The position requires five years of responsible fire prevention, EMS and suppression experience including two years of command position or supervisory experience. Other relevant combinations of education and work experience may be evaluated on an individual basis. The position also requires candidates to have attended and completed NFPA 1021 Fire Officer II training and/or NFPA 1041 Instructor training within 1 year of assignment.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire. Possession of, or ability to obtain Nationally Registered EMT-B certification.

Supervision Received:

Supervised by the Fire Chief

Supervision Exercised:

The Assistant Chief will exercise supervision according to the Organizational Chart of the Helena Fire Department.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES **or** **NO**

Employee's Signature: _____ **Date:** _____