



Assistant Fire Chief

Job Description

(last updated: 3/2023)

Department: Public Safety

Position Reports to: Assistant Public Safety Director, Fire Chief

Pay Grade: 22

Employment Type: Full-time

Exempt/Nonexempt: Exempt

Description: Under the direction of the Assistant Public Safety Director/Fire Chief, the Assistant Fire Chief is the midlevel manager for the Fire Department. Is responsible for assisting the Fire Chief with the department's staffing, administration, equipment, training, risk management, fire-fighting, prevention activities and emergency medical response.

Duties:

- Acting as Fire Chief in absence of Fire Chief.
- Supervise Fire Captains, EMS Coordinator, and/or others as assigned.
- Respond to emergencies, during and after hours. Which helps meet the NFPA 1720 fire response standards.
- Manage administrative programs such as employee trainings, testing, advancement, certifications with State Agency's, etc. which includes tracking, documentation, and record keeping,
- Maintain and coordinate OSHA requirements and records.
- Assists with budget, Grant Writing.
- Maintain, order, equipment/apparatus, including maintenance, repair and record keeping,
- Administrate and manage programs such as: hydrant inspections, hose testing, ground ladder testing, pump testing, aerial ladder testing, hydraulic equipment testing, Reserve Program ,etc.
- Administrate and manage the SCBA program which includes Fill Station, air samples, maintenance, annual testing, mask fit testing, annual employee training, documentation, and records retention.
- Maintain 800 MHz handheld radio, thermal Imager Camera's, and other equipment including battery inventory.
- Calibrate and maintain department "Four Gas Meters."
- Coordinate training records with State Firefighter recertification agency.
- Coordinate & host New Firefighter "Academy" Training.
- Issue, track, inspect, repair, and replace fire safety gear. Track dates on: helmets, hoods, gloves, coats, pants, and boots. Includes ordering for Wild Land firefighting gear. (An OSHA requirement)
- Perform safety gear sizing for new employees and order fire gear.
- Follow up to ensure NFIRS reporting is compliant.
- All other duties as assigned.

Qualifications: Must be a high school graduate. Must have an associate's degree, but prefer bachelor's degree or greater in fire science or related management degree. Must possess a valid Utah Driver's license. Must have at least 8 years' experience as a fire fighter with at least 4 years of supervisory experience.

Must be EMT Basic, CPR, Firefighter II certified in the State of Utah

Must be a certified Fire Officer I in the State of Utah

Preferred Hazardous Materials Technician in the State of Utah

Must be proficient in reading, understanding and administering the International Fire Code.

Must live within five (5) miles of Springville City limits (within twelve months of hire date)

KNOWLEDGE, SKILLS, and ABILITIES

Ability to apply standard firefighting emergency medical aid, and fire prevention techniques.

Ability to respond to and apply standard hazardous materials handling and emergency rescue procedures.

Ability to function well under pressure and to deal effectively and courteously with others in all situations.

Ability to observe situations analytically and objectively, using common sense, maturity and ethical decision making to direct employees in the safe performance of their duties.

Ability to perform all of the duties that a regular firefighter and ambulance member performs, such as fire suppression, hazardous materials handling, rescue activities and emergency medical responses.

Ability to select, train, motivate, and lead the Fire Department personnel.

Ability to evaluate the performance of subordinates, analyze weaknesses, and take corrective action or recommend discipline when necessary.

Ability to handle stressful situations and make split second decisions in life-or-death situations

Ability to speak effectively before groups of employees, the public and/or media representatives.

Ability to communicate effectively in writing and the ability to read and interpret documents such as safety rules, policies and procedures, blueprints and operating and maintenance instructions.

Specific physical requirements for this job include being in good physical shape as described above. Also, the ability to speak clearly and concisely, hearing in the normal range for an adult so that radio and spoken conversation can be heard and understood in emergency situations.

Vision abilities for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Physical Demands: Essential functions require maintaining good physical condition necessary for running, walking, crawling, climbing, stooping and heavy lifting (up to 150 pounds) while wearing heavy protective equipment in a hazardous environment; and work in inclement weather conditions. Must meet current physical condition requirements on the date of appointment and maintain them thereafter as require by standard operating procedures.

Working conditions may vary. Work is primarily in office, vehicle, fire bay and outdoor settings. Work can be hazardous at times while working with heavy equipment and during conditions of prolonged heat, cold, or inclement weather.