TOWN OF STEVENSVILLE

FIRE DEPARTMENT POSITION DESCRIPTION

Class Title: Assistant Fire Chief

Department: Fire

Date: 04/25/2024

**GENERAL PURPOSE**

Performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire, rescue and emergency medical services.

**SUPERVISION RECEIVED**

Works under the general guidance and direction of the Fire Chief.

**SUPERVISION EXERCISED**

Supervises all officers and firefighter/EMT positions, either directly or through other officers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Shall act as Fire Chief during absence of Fire Chief, as assigned.

Supervises officers in their assigned duties.

Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training and fire prevention.

Directs and participates in major departmental programs.

Carries out duties in conformance with Federal, State, County and City laws and ordinances.

Assists in the planning and implementation of Fire and EMS programs for the Department in order to better carry out the policies and goals of the Department.

Assists Fire Chief in direction of departmental in-service training activities.

Maintains departmental discipline and the conduct and general behavior of personnel.

Prepares and submits periodic reports to the Fire Chief regarding the Department’s activities.

Assigns personnel and equipment to such duties and uses as the service requires.

Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscal responsibility as it relates to the Departments budget and operations.

Attends monthly officer meetings and trainings.

Completes necessary incident reports when required, following direction of the Department SOP.

Annually participates in a performance evaluation conducted by the Department’s designee.

**PERIPHERAL DUTIES**

Maintains involvement in development of the Department’s budget and keeps up to date with periodic budget reports.

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department’s activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state and other meetings.

Serves as a member of various Department committees.

Efficiently and effectively fills open positions through recruiting initiatives.

**DESIRED MINIMUM QUALIFICATIONS**

**MCA 7-33-4107, Qualifications of Firefighters**

Education and Experience:

1. Graduation from high school or GED equivalent.
2. Five (5) years prior work experience as a firefighter, including 2 years of supervisory duties which must have been equivalent to Lieutenant or higher.
3. Completion of FFI or equivalent
4. Completion of FFI as a Crew Leader or equivalent.
5. Completion of FFI as a Coach or equivalent.
6. 40 Hours of Instructional Training from the previous calendar year.
7. Current CPR for Healthcare Providers Certification & Basic First Aid Certification.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of modern fire suppression and prevention and emergency medical & rescue services principles, procedures, techniques and equipment; working knowledge of first aid and resuscitation techniques and their application as demonstrated through CPR Certification and Basic First Aid Training; working knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations;
2. Skill in the operation of listed tools, equipment & apparatus.
3. Ability to train and supervise personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors and the public; and ability to meet the special requirements listed below.

**SPECIAL REQUIREMENTS**

1. Must be eighteen (18) years of age or older at time of hire;
2. No felony convictions or disqualifying criminal histories within the past seven (7) years;
3. Ability to read and write the English language;
4. Ability to meet Departmental physical standards;
5. A valid Montana Driver’s License.

 **TOOLS AND EQUIPMENT USED**

EMS & rescue equipment, standard firefighting equipment, ladders, fire apparatus, fire pumps, hoses, and other specialized tools, EMS equipment, radio, pager, personal computer, phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions.

While performing the duties for this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities or limitations to perform the essential functions. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and loud noise, hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemical, solvents and oils.

The employee works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; final selection and pre-employment medical examination.

NOTE: Appointees will be subject to completion of a standard probationary period as outlined in the Town of Stevensville Personnel Policy.

The examples of duties are intended only as illustrations of the various types of work performed. 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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_