

**City of Pendleton**

**Job Description**

**Assistant Chief**

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| **Department**:  Fire & Ambulance | **FLSA**:  Exempt |
| **Reports to**:  Fire Chief | **Representation**:  Unrepresented |
| **Pay Range**:  Supervisory/Confidential Scale, Range 9 | **Date**:  February, 2013 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

In accordance with the policies and objectives established by the Fire Chief, is responsible to direct, manage, supervise, and coordinate the activities and operations of the Fire Department. Position is responsible for: operations, training, facility/equipment maintenance, disaster preparedness, safety and risk management, reserve program coordination, recruitment, retention, and related programs and services; coordinates assigned activities with other departments, and outside agencies; and other administrative responsibilities as directed by the Fire Chief.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Using complete sentences, please describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Think in terms of WHAT you do, NOT HOW you do it. Avoid describing procedures. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. Administration Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommends and administers policies and procedures. Develops and assists with review and revision of SOG’s.
   1. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
   2. Participates in the development and administration of annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
2. Supervision Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
   1. Participates in the selection and promotion processes, including: screening applicants, conducting interviews or participating on testing panels, conducting reference and background checks, and making final hiring recommendation to the Chief.
   2. Participates in the evaluation of assigned personnel; prepares performance evaluations of Shift Officers, and other assigned personnel; reviews evaluations for shift personnel as assigned.
   3. Make assignments/reassignments, and suspension determinations as well as discipline, reward, transfer, demote or terminate employees as necessary, or to effectively make recommendations for such action.
   4. Enforce rules, regulations, union contract and other directives.
3. Facilities & Equipment Manages and supervises three to five of the staff assignments that are performed by Lieutenants. Those might include the purchasing, maintenance, and inventory of all equipment, vehicles, and property. Establishes replacement schedules for equipment, vehicles and property; ensures budget support for replacement schedules. Includes: communications and associated telephone and radio equipment; facilities and grounds maintenance; furniture and appliances; computer, server and associated equipment.
   1. Has management responsibility for fire/rescue & EMS operational programs as assigned to include purchasing, inventory, maintenance, testing and repair of all fire & EMS related equipment, supplies and property including vehicles, PPE, safety and related equipment.
   2. Participates in facilities planning for the Fire Department; coordinates maintenance and repairs to existing facilities as necessary.
4. Communication Serves as the liaison to other departments, and outside agencies; negotiates and resolves sensitive and controversial issues, represents the department to the community and civic organizations.
   1. Serves as staff on a variety of boards and committees; prepares and presents staff reports and other necessary correspondence.
   2. Attends and participates in professional group meetings; may also attend conferences, seminars or training sessions to advance job knowledge, management and communication skills.
   3. Responds to citizen inquiries and complaints; answers questions; provides information to the public; recommends corrective actions; investigates, reports, and documents findings.
5. Emergency Response Responds to fire and EMS calls as command staff, directs and performs related activities during emergency incidents as necessary; participates in the duty officer rotation.
   1. Establishes and manages Incident Command System and assumes command for an emergency scene unless relieved by a higher-ranking officer; determines response assignments; evaluates situation, directs and supervises actions of initial companies; calls for additional resources; maintains accountability of all on-scene equipment and personnel.
   2. Responds to EMS calls as available to assist medical crews when Fire Department resources become depleted.
   3. Respond to fire and emergency alarms; perform all phases of fire suppression work including search and rescue, ventilation, overhaul, salvage and clean-up activities at fire scene; place fire hoses; set ladders; operate fire streams, ventilate and enter burning structures to extinguish fires and rescue victims; operate auxiliary equipment and systems such as generators or pumps; rope systems, technical rescue and hazmat equipment.
6. Risk Management Oversees the Fire Department’s Safety and Risk Management program, including: Infection Control; Hazardous Communications; Occupational Healthcare Program (Wellness/Fitness); Accident Prevention; and Safety Committee.
   1. Assures that personnel work in a safe manner; monitors and assures compliance with safety regulations and other legal requirements.
7. Training Schedules and coordinates Fire, Rescue and EMS training for the department. Works as the liaison with DPSST to ensure our personnel are current on all certifications. Will instruct selected topics and assign other instruction to other members of the department.
8. Emergency Medical Services---fills the roll of EMS director for the department. Coordinates all EMS functions. Through delegation will ensure that protocols, equipment, drugs and vehicles are up to date.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Provide administration support for ambulance billing software program.
2. Arranges or provides public education programs as needed.
3. May participate in fire scene cause and origin investigations.
4. Maintains job knowledge, skills and abilities through staying current in new innovations, continuing education and physical fitness.
5. Learns district geography to efficiently locate scenes; uses correct procedures and techniques; follows procedures and guidelines and models appropriate behavior.
6. Performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is distinguished from the Fire Chief position by not having ultimate responsibility for the development of plans, policies and budget of the department. This position will be responsible to implement departmental programs and must set the tone and model the behavioral expectations for the rest of the department. The Assistant Chief is distinguished from other classifications by the presence of specific supervisory responsibilities including: Making hiring, promotion, layoff and discharge decisions or providing significant input into them, administering of discipline, and resolving of grievances.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Associates Degree in Fire Technology or related fieldis required.
2. Bachelor’s Degree and **National Fire Academy EFO certification** is preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

4 – 5 years

6 – 8 years

Other

Describe experience: **Requires f**ive years of increasingly responsible experience in an agency providing a full range of public fire and EMS protection related services including two years of management and administrative responsibility or a combination of education and experience meeting this requirement. Preferred - Experience in a combination fire department utilizing both career and reserve members.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. Must be at least 21 years of age and possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Certification required at time of hire:
   1. Accredited as DPSST Firefighter I or NFPA Firefighter I required and NFPA FIRE APPARATUS DRIVER/OPERATOR required (DPSST/NFPA FF 2 preferred)
   2. Current certification as an EMT-Paramedic
   3. Accredited as NFPA Instructor I
   4. Fire Officer 1 Certification
   5. Documented training in Incident Command System and Strategy & Tactics (MCTO series acceptable)
4. Certification required within 1 year of appointment to position:
   1. ARFF Training and experience
   2. Hazmat Technician

**2. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, techniques, materials and equipment, laws and regulations related to all aspects of firefighting.
2. Knowledge of methods, techniques, materials and equipment, laws and regulations related to all aspects of emergency medical response.
3. Knowledge of and ability to use tools and equipment used in hazardous material response.
4. Knowledge of and ability to perform paramedic level medical care.
5. Knowledge of City policies, procedures, regulations, and codes related to Fire and Ambulance Department duties.
6. Knowledge of safety standards, practices and procedures.
7. Knowledge of, and ability to apply, effective supervisory principles and techniques.
8. Knowledge of office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and medical billing software, etc.
9. Knowledge of modern fire loss and prevention principles, methods and practices.
10. Ability to coordinate a complex fire, accident or other emergency scenes.
11. Ability to evaluate and analyze emergency situations to determine and implement appropriate response.
12. Ability to respond to emergencies on a 24 hour basis.
13. Ability to manage projects and oversee the work of subordinates.
14. Ability to analyze problems and identify solutions and use initiative and independent judgment in both routine and emergency situations.
15. Ability to work independently in the absence of supervision.
16. Ability to communicate effectively in English, both orally and in writing.

1. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers and supervisor, attend meetings, training, etc.
2. Ability to establish and maintain effective working relationships and work as a team member.
3. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
4. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. A variety of emergency response equipment, including ambulances, engines, pumper trucks, ladder trucks, brush trucks, etc.
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing medical evaluation and treatment, firefighting and emergency rescue.

6. **Supervision:**

a) Works under the general direction of the Fire Chief.

b) Exercises supervision over assigned personnel, reserves, and/or student employees including participation at a management level with hiring and staffing, promotions, assignments, disciplinary investigations and sanctions, and collective bargaining. Evaluates subordinate employee performance and conducts performance appraisals.

c) Serves as the Incident Commander during emergency incidents unless relieved by a superior officer.

d) In the absence of the Chief, shall be responsible for all departmental personnel and activities.

**5.** **Supervision:**

1. This position exercises supervision over assigned personnel, reserves, and/or student employees including participation at a management level with hiring and staffing, promotions, assignments, disciplinary investigations and sanctions, and collective bargaining. Evaluates subordinate employee performance and conducts performance appraisals.
2. Serves as the Incident Commander during emergency incidents unless relieved by a superior officer.
3. In the absence of the Chief, shall be responsible for all departmental personnel and activities.
4. This position reports to the Fire Chief. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *(The work environment and physical demands 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 to perform the essential functions.)*

1. Work is usually performed in a standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents;
2. Occasional exposure to dust, grease, smoke, fumes, airborne particles, noxious odors, gases, explosives and blood-borne pathogens; and all types of weather and temperature conditions;
3. Occasionally works near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places; exposure to vibration from equipment and vehicles;
4. Noise level in the work environment is usually moderate; however, the noise level may be very loud when responding to emergency calls and when working at an emergency incident;
5. Requires wearing appropriate personal protective equipment including goggles, face protector, turn-outs, safety shoes and self-contained breathing apparatus;
6. Work schedule is normally 5/8 or a 40-hour workweek. May be required to work extended hours including evenings and weekends

**9.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 to perform the essential functions.*

1. Work is performed both indoors in climate-controlled environments as well as outdoors in uncontrolled environments.
2. Strength Rating (see attached definitions) is commonly: Sedentary, but on emergency scenes can be: Very Heavy.
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes \_\_\_%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) Exposure to bloodborne pathogens. Requires wearing appropriate personal protective equipment including goggles, face protector, turn-outs, safety shoes and self-contained breathing apparatus

1. General hours of work are 8:00 am – 5:00 pm, Monday - Friday. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: February, 2013

Adopted:

Revised: August, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date