JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Assistant Fire Chief</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Fire</td>
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<tr>
<td>Reports to Position:</td>
<td>Fire Chief</td>
</tr>
<tr>
<td>Location:</td>
<td>Station 2</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>2/1/07</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>Yes</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a professional position within the municipal fire department. The two Assistant Fire Chiefs assist in coordination, administration and supervision of all divisions of the department including fire prevention and code enforcement, fire suppression, emergency medical services, special operations, training and maintenance. Assistant Fire Chiefs assist with planning, budgeting, record keeping, purchasing and administration. Assistant Chiefs will be assigned a divisional responsibility as either Fire Marshal or Administrative Assistant Chief. Assistant Chiefs assume the role of Fire Chief in his or her absence. Assistant Chiefs respond to fires and other emergencies and are responsible for proper management and extinguishment of fires until relieved of command by the Fire Chief. Direction and supervision is received from the Fire Chief.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Responds to fire and other emergencies, determines strategic objectives, commands fire department emergency operations and assumes responsibility for firefighter safety until relieved of command by the Fire Chief.
- Researches, evaluates and tests new equipment, gear and apparatus and writes specifications for the purchase of such equipment, gear and apparatus.
- Develops and writes directives, standard operating procedures and training outlines for the operation of the department.
- Reviews building plans for compliance with fire codes and writes plan review addendums.
- Conducts commercial inspections, and public fire education programs.
- Supervises, coordinates and assists the Captains in their duties and divisional responsibilities.
- Attend conferences, workshops and professional meetings related to fire department administration and operations.
- Relieves the Fire Chief as required.
- Performs related work as required and assigned by the Fire Chief.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Extensive knowledge of the principles and practices of modern firefighting, rescue operations and emergency medical services.
- Knowledge of modern fire prevention practices and fire code administration.
- Knowledge of the operation and maintenance of the various types of apparatus and equipment used by the fire department, along with the ability to supervise the effective use of such equipment and apparatus.
- Knowledge of the city's geography, including the location of streets, water system and major buildings.
- Knowledge of modern fire training practices and techniques.
- Ability to plan, direct, coordinate, and control the activities of subordinates.
- Ability to research and organize data, write reports and make written and verbal presentations.
- Ability to react quickly and calmly in emergencies and to direct the work of subordinates during emergencies.
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Ability to foster and maintain the respect of subordinate officers.

### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to effectively communicate with citizens and employees by telephone, two-way radio, in written form or face-to-face.
- Ability to hear speech and other commands effectively to allow for the taking of directions from dispatchers and command officers and to avoid injury from accident.
- Possess full physical agility and bipedal mobility to effectuate rescue of individuals, movement of unconscious persons and carrying of heavy equipment and hose lines.
- Possess mental functions free of significant aberration, which are essential for rational decision making in firefighting operations, the application of emergency medical procedures or technical rescue activities.
- Shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- Ability to work long hours outdoors, occasionally under adverse weather conditions.
- Specific examples or essential functions are as follows:
  - Driving fire apparatus and other emergency vehicles;
  - Dragging and carrying various lengths and sizes of fire hose;
  - Directing streams of water through nozzles;
  - Carrying, raising and climbing ladders; and carrying equipment up and down ladders;
  - Using forcible entry tools such as saws, axes, bars, etc. to open holes in walls, roofs and floors;
  - Wearing breathing apparatus while performing interior search and rescue operations, usually in heavy heat and smoke conditions;
  - Tying a variety of fire service knots for raising and lowering equipment and/or rescue trapped or unconscious persons;
  - Extending hose lines by making and/or breaking hose couplings;
  - Carrying unconscious persons down ladders;
  - Performing salvage operations such as throwing salvage covers, sweeping water and removing debris;
  - Sending and receiving radio transmissions;
  - Giving and receiving instructions;
  - Administering first aid and CPR;
  - Operating cardiac defibrillators;
  - Cleaning and washing equipment, hose and fire vehicles;
  - Repairing vehicles and equipment;
  - Cleaning and washing floors and walls in fire stations;
  - Shoveling snow from fire station’s driveways and sidewalks;
  - Working out to remain physically fit;
  - Speaking to civic groups, students and assembled citizens;
  - Attending conferences and training sessions;
  - Using complex equipment in accordance with specifications;
  - Remaining calm in difficult and dangerous situations;
  - Exercising judgment consistent with a person of sound mental health with an absence of organic or psychological dysfunction.

### QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High school diploma.
- Nine years experience as a career fire department employee, and
- A minimum of three years of full-time firefighter experience on the Marion Fire Department.
- Two years experience as a Fire Lieutenant or Fire Captain (two years command and administrative experience as a Fire Captain preferred).
- Successful completion of fire science certificate program.
- Associate or B.A. degree in Fire Science or Business Administration preferred.
- Must have valid Iowa driver’s license.

**WORKING CONDITIONS**

*List working conditions for this position:*

- Works a standard work week with overtime upon demand of workload
- May encounter firefighting conditions which are extremely dangerous
- Works in a physically and mentally stressful environment

**REQUIRED BACKGROUND CHECKS**

*List working conditions for this position:*

- Worker’s Compensation Background check
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical