

## **SHAWNEE HEIGHTS FIRE DISTRICT POSITION DESCRIPTION**

**POSITION TITLE:** Assistant Chief

**REPORTS TO:** Fire Chief

**LAST REVISED:** November 11, 2021

### **JOB SUMMARY STATEMENT:**

The position of Assistant Chief with the Shawnee Heights Fire District is a professional administrative position responsible for assisting in planning, organizing, and directing various activities of the Fire Department which include fire suppression, emergency medical services, fire prevention, and public education. Work involves various administrative functions, supervision of operations, command at major incidents, and assisting the Fire Chief in the general management of the department. This position may also serve as Acting Fire Chief during periods of the Fire Chief's absence. Supervision is exercised directly or through subordinates to accomplish assigned tasks. Work is performed under the administrative direction from the Fire Chief who reviews work to make sure the desired results are obtained.

### **DUTIES AND RESPONSIBILITIES:**

- Supervises, along with the Fire Chief, subordinate employees, including making recommendations regarding hiring and discipline.
- Plans, directs, coordinates, and oversees the day-to-day operations of the district to establish and maintain a safe and harmonious work environment that always ensures a high degree of operational readiness that maximizes the level of service provided to the community. Attends to operational needs and duties as assigned by the Fire Chief.
- Responds to fires and other calls for emergency assistance when requested and in compliance with all department procedures and operational guidelines.
- Serves as the "Officer-in-Charge" when scheduled or as required.
- Initiates the National Incident Management System and/or Incident Command System and serve as the "Incident Commander" when required, in the absence of the Fire Chief or other higher-ranking officer, or when necessary.
- Collects information and completes necessary reports concerning fire department operations and completes related administrative tasks.
- Assists in the development of policies, procedures, and standards to enhance the overall operations and functions of the fire department and assigned program area(s) of responsibilities.
- Develops systems and approaches to define and meet community fire service needs.
- Assists with long-range planning efforts and develops pre-incident emergency response plans for facilities within the district that have been determined to be a target hazard or pose a life-safety hazard.
- Establishes, maintains, and nurtures a high degree of cooperation and trust with and between governmental and community leaders, communities, boards, councils, commissions, associations, entities, and allied community service providers.
- Promotes a positive atmosphere in all aspects of the district, one that helps one another and builds a team that works together for the common goal of professionalism and a high level of service to the people that we serve.
- Effective communication keeping the Fire Chief and Board informed of any events which may impair and affect the image, efficiency and effectiveness of the district, or the individual employee.
- Assist in the development of the annual fire department operating budget, including strategic and capital planning.
- Assist in the development and annual review of the fire department capital improvement plan.
- Represent the Fire Chief and departmental interests in a wide variety of inter-departmental and inter-agency initiatives and activities, as assigned.

- Maintain comprehensive knowledge of current methods and skills of fire department operations and administration.

#### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATION(S):**

- Bachelor's degree in Fire Science, Public Administration, Business Administration or a closely related field from a four-year college or university. An equivalent combination of education, training and/or experience may be substituted for college degree.
- Must possess a valid State of Kansas non-commercial Class "B" driver's license.
- Must maintain a State of Kansas certification as an EMT.
- Must possess NIMS 100-200-700-800-300 and 400 certificates
- Must possess the following certifications (Pro-Board is a recognized alternate to IFSAC):
  - IFSAC Firefighter I and II
  - IFSAC Hazardous Material Operations
  - IFSAC Driver Operator Fire Apparatus
  - IFSAC Instructor I and II
  - IFSAC Inspector I and II
  - IFSAC Fire Officer I and II

#### **EXPERIENCE:**

Seven (7) years of increasingly responsible command and supervisory experience in an organized career or combination fire department, preferably with a fire-based EMS component, including three years of management and administrative responsibility, or a combination of equivalent education and/or experience. Extensive supervisory experience required.

#### **SKILLS:**

- Competent in oral and written communications skills
- Ability to direct and motivate a company of firefighter personnel under routine and emergency conditions toward the accomplishment of a common goal.
- Ability to analyze and solve complex operational situations quickly and correctly.
- Ability to effectively instruct firefighter personnel on a wide range of fire service-related topics.
- Ability to operate PC computer and learn new computer software applications.

#### **MENTAL REQUIREMENTS:**

- Knowledge of modern fire fighting, rescue/extrication, EMS, and hazardous materials principles, practices, and methods.
- Knowledge of the operation and maintenance parameters and requirements of various types of fire apparatus and equipment used in fire fighting, rescue/extrication, and EMS activities.
- Ability to supervise the effective deployment of firefighting equipment and resources on the training field and at emergency scenes.
- Knowledge of training and instructional methodologies and their effective application.
- Knowledge of human resources management including hiring practices, disciplinary procedures, termination, etc.
- Ability to interpret and enforce rules and regulations, policies and procedures, and standard operating guidelines, and make sound decisions in accordance with departmental guidelines.
- Knowledge of supervisory principles and practices.
- Knowledge of building construction, fire codes, and inspection procedures.
- Knowledge of the geographical layout of the district, and the location of water supply sources and target hazards.
- Ability to prepare clear and concise reports and forms.
- Working knowledge of the computer system and software applications used by the district.
- Knowledge and ability to read, interpret, and learn new concepts in science and mathematics.

**PHYSICAL REQUIREMENTS AND DESCRIPTIONS:**

- Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Wearing an SCBA, which includes a demand valve–type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- Depending on local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing an additional 20 to 40 lb.
- Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb to safety despite hazardous conditions and low visibility.
- Advancing water-filled hose lines up to 2½ in. in diameter from fire apparatus to occupancy [approximately 150 ft], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

**SUPERVISORY RESPONSIBILITY:**

Direct: Battalion Chief(s), Captain(s), Lieutenant(s)

**EMPLOYEE ACKNOWLEDGEMENT/SIGNATURE:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**SUPERVISOR ACKNOWLEDGEMENT/SIGNATURE:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**FIRE CHIEF APPROVAL:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_