



Job Overview

Job Title: Assistant Fire Chief	Full Time or Part Time: Full Time
Original Date: September 29, 2003	Civil Service: Classified
Revised Date: 2/14/2005; 4/16/2010; 2/1/2015; 4/1/2017; 7/16/2018	FLSA: Exempt

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 and emergency medical services and is the head of training, fire prevention and suppression services.

Supervision Received

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

Supervision Exercised

Supervises all fire department staff on assigned shifts, either directly or through other subordinate officers.

Essential Duties and Responsibilities

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

Review, evaluate, develop and implement programs, policies and procedures for various departmental operations including training and fire prevention.

Directs and participates in major departmental programs.

Responds to reports of fire and determines from observation nature and extent of fire, condition of building, danger to adjacent buildings, source of water supply, and directs firefighting crews accordingly.

Supervises staff during responses to emergency fire, medical aid, hazardous material rescue, and other situations unless relieved by a superior officer.

Plans, assigns, schedules, directs, and participates in station and equipment maintenance, fire prevention inspection, paramedic services, and other assignments of the Division.

Performs a wide variety of fire suppression and medical assistance tasks.

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Contains, controls, and isolates hazardous material spills.

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 City in order to better carry out the policies and goals of the City.

Directs the operation of departmental in-service training activities.

Evaluates performance efficiency and effectiveness of personnel.

Inspects commercial establishments and records fire hazards or safety violations.

Reports on fire calls, locations, types, probable cause, estimated damage and dispositions.

Conducts fire drills for occupants of buildings.

Directs, coordinates and controls the activities of multiple fire departments fighting multiple alarm fires until relieved by superiors.

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.

Assists the Fire Chief in the preparation of the operating budget.

Writes and submits proposals for new equipment or modification of existing equipment to Fire Chief.

Requisitions and approves purchases within delegated authority.

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 City Fire/EMS Department in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.



Peripheral Duties

Employee may be asked to perform other duties based on the business needs of the City. The employee may be asked to work holidays.

Desired Minimum Qualifications

EDUCATION AND EXPERIENCE:

Two (2) years of college or technical school plus three (3) to five (5) years of supervisory or administrative experience at Lieutenant level of above; Fire Officer 2 Class; Fire Inspector; NIMS 300, 400.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Ability to synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; design work flows and procedures.

Ability to generate creative solutions; translate concepts and information into images; use feedback to modify design; apply design principles and demonstrates attention to detail.

Ability to identify and resolve problems in a timely manner; gathers and analyzes information skillfully; develop alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Ability to develop project plans; coordinate projects, communicate changes and progress; complete projects on time and within the appropriated budget; manages project team activities.

Ability to assess own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills.

Ability to work within an approved budget; develop and implement cost saving measures; contribute to profit and revenue; conserve organizational resources.

Ability to manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; meets commitments.

Ability to focus on solving conflict, not blaming; maintain confidentiality; ability to listen to others without interrupting; keeps emotions under control; remains open to others ideas and tries new things.

Ability to speak clearly and persuasively in positive or negative situations; listens and gets



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clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Ability to write clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; ability to read and interpret written information.

Ability to balance team and individual responsibilities; exhibits objectivity and openness to other's views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; ability to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Ability to display passion and optimism; inspire respect and trust; mobilize others to fulfill the vision; provide vision and inspiration to peers and subordinates.

Ability to develop workable implementation plans; communicate changes effectively; build commitment and overcome resistance; prepare and support those affected by change; monitor transition and evaluate results.

Ability to exhibit confidence in self and others; inspire and motivate others to perform well; effectively influence actions and opinions of others; accept feedback from others; give appropriate recognition to others.

Ability to look for ways to improve and promote quality; demonstrate accuracy and thoroughness.

Ability to manage people; develop subordinates skills and encourages growth.

Ability to educate others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ability to develop strategies to achieve organizational goals; understands organization's strengths and weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.

Ability to make decisions; exhibit sound and accurate judgment; includes appropriate people in decision making process; makes timely decisions.

Ability to achieve goals; take calculated risks to accomplish goals.

Ability to plan and prioritize work activities; use time efficiently; plan for additional resources; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.



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Ability to react well under pressure; treat others with respect and consideration; accept responsibility for own actions; follows through on commitments.

Ability to display original thinking and creativity; meet challenges with resourcefulness; generate suggestions for improving work; develop innovative approaches and ideas.

Special Requirements

Must possess a valid State of Ohio driver's license; EMT-B License or higher; and Fire Inspector Certificate; State of Ohio Firefighter II Certificate. Fire Instructor and EMS Instructor certifications are preferred.

Tools and Equipment Used

Emergency medical aid unit; fire apparatus, fire pumps, hoses and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, faxes, telephone.

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 to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and 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, or crawl; talk or hear; and taste or 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 to perform the essential functions.

While performing the duties of this job, the employee may be required to work in outside weather conditions. The employee may be required to occasionally work in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.



The noise level in the work environment at times is loud. Frequently, work is done at fire station locations, or where required to go, and required to travel to these sites. The position may also require travel for the purpose of attending training workshops.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be 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 City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Approval:

Date:

Fire Chief James Baird

Carl S. DeForest
City Manager/Safety Director