



## JOB DESCRIPTION

Title: **ASSISTANT FIRE CHIEF**  
Department: Fire  
Class Code: 1456  
FLSA Status: Exempt  
Effective Date: July 1, 2015 (Rev. 04/2018)

### GENERAL PURPOSE

Under general supervision from the Fire Chief, performs professional and technical work in the field of fire prevention, training, EMS, emergency management; oversees all facets of emergency services delivery, coordinates assigned activities with other departments and outside agencies, supervises fire department administrative functions to include but not limited to setting department goals, policies, training, staffing, maintenance, and budgetary items.

**EXAMPLE OF DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class)

- \*-- Supervises, trains, evaluates, and disciplines employees, coordinates shift assignments and scheduling.
- \*-- Serves as the Chief in the absence of the Chief; serves as Fire Ground Commander at structural fires or other emergency scenes at request of Battalion Chief or at own discretion until relieved by the Fire Chief.
- \*-- Acts as Liaison from battalion chiefs and suppression to the Fire Chief.
- \*-- Respond to after-hour emergency scenes.
- \*-- Reviews reports submitted by other officers for completeness and accuracy; holds overall responsibility for inventory and maintenance of all fire apparatus and equipment, maintains responsibility for records on all apparatus and equipment.
- \*-- Writes and enforces departmental rules, regulations, and policies; assists in budget preparation and management; reviews specifications and justifications for purchases and reviews all requests for purchases.
- \*-- Assists in formulating long and short-range plans and procedures as needed. Meets with other staff officers to develop goals, objectives, and plans to meet the mission of the department.

- \*-- Maintains continual information flow to the Fire Chief, insuring the reliability of all information.
- \*-- Oversees fire department operations relating to emergency services delivery, training of personnel, and maintenance of facilities.
- \*-- Administers grant programs, including applications, compliance, and record keeping.
- \*-- Coordinates drills and exercises for the fire department, city and multi-agency.
- \*-- Attends relevant meetings based on their assigned duties. Acts as liaison and representative of the city and fire department.
- \*-- Oversees special events in the city.
- \*-- Participates in community activities, including charity events, fundraisers, fire department events, ribbon cuttings, etc.
- \*-- Responsible for the scheduling of employees.
- \*-- Liaison to other city departments including human resources, attorney's office, and payroll.
- \*-- Participates in the administration and coordination of department workers compensation matters.
- \*-- Act as Public Information Officer.
- \*-- Facilitates cost recovery for incidents and deployments.
- \*-- Coordinates promotional testing within the department.
- \*-- May fill-in for Battalion Chiefs on-shift and will fulfill their duties.

**Fire Prevention Duties** (Duties may include, but are not limited to, the following)

- \*-- Holds responsibility for the fire prevention division; enforces the provisions of the Fire Prevention code and the laws and regulations of Murray City pertaining to fire prevention and fire protection.
- \*-- Has responsibility for the inspection of all buildings and premises in Murray City in accordance with the provisions of the Fire Prevention Code.
- \*-- Reviews building and fire sprinkler plans to assure fire code requirements are met.
- \*-- Investigates complaints received by the Fire Prevention Division; establishes and

maintains comprehensive records of all business transacted such as complaints, inspections, investigations, notices served and permits written.

- \*-- Investigates origin and circumstances of fires which involve loss of life, injury to any person or persons or damage or destruction of property. Takes charge of evidence of the origin of the fire.
- \*-- Makes reports to the Fire Chief; provides information to the business community and the public upon request; attends, if possible, all off-duty fires.
- \*-- Coordinates and participates in planning activities in response to community needs. Develops and implements policies and procedures to meet those needs.
- \*-- Oversees and coordinates CERT, First Aid, and Public Education programs.
- \*-- Coordinates Tier II hazardous material reporting.

**Emergency Medical Responsibilities Duties** (Duties may include, but are not limited to, the following)

- \*-- Develops and implements policies and procedures regarding EMS and other emergency programs; ensures compliance with EMS policies, procedures and protocols; handles related administrative issues; and develops criteria on which to evaluate personnel needs and operational effectiveness.
- \*-- Oversees the EMS program operations and personnel for compliance with legal requirements including infection control; determines training requirements for emergency programs; and reviews, monitors and revises training programs to ensure that personnel meet required standards; provides education, training, and technical expertise for department personnel.
- \*-- Conducts special studies, analysis and investigations of emergency medical performance, quality improvement and emergency medical dispatch issues; prepares administrative, budget and other reports; and gathers and interprets a variety of statistical data, prepares and submits required reports to appropriate agencies.
- \*-- Investigates complaints and procedural or process concerns and directs the resolution of emergency medical performance issues; provides direct field supervision to monitor the delivery of pre-hospital medical services; responds to mass casualty incidents when warranted and assumes leadership role as appropriate in providing medical oversight.
- \*-- Participates as part of the management team in the development and implementation of short and long-term goals for EMS and other programs.

- \*-- Acts as liaison with local and state regulatory agencies, hospital personnel, City departments, other fire agencies and the public in the course of managing the EMS program.
- \*-- Manages EMS documentation processes to ensure accurate and confidential records and reports; coordinates and prepares responses to subpoenas for medical records and/or personnel; maintains records and generates reports for BLS/ALS educational and licensing requirements. Develops, implements, and maintains written policy and procedure manuals for EMS and other programs.
- \*-- Prepares, researches, initiates, and approves EMS equipment purchases; monitors program expenses; and maintains inventory supplies to support the EMS program.
- \*-- Represents the City regarding emergency medical services issues with local, state and federal agencies.
- \*-- Assists in the development and administration of budgets in the areas of fire prevention and EMS. Knowledge of medical transport billing and other requirements related to emergency medical transport services.
- \*-- Provides direction, coaching, counseling and mentoring to the fire department personnel assigned to provide EMS.
- \*-- Ensures completeness and accuracy of operational records and reports related to EMS provided by the Fire Department.
- \*-- Maintains communications with other response agencies, receiving facilities, the Utah Bureau of EMS and allied organizations.

**Emergency Management Duties** (Duties may include, but are not limited to, the following)

- \*-- Serves as the city's emergency manager.
- \*-- Develops and implements policies and procedures regarding Emergency Management.
- \*-- Plans, organizes and directs the City's response in disasters and emergencies; assists in planning, formulating, updating, and maintaining of various emergency management documents including the Emergency Operations Plan and the Mitigation Plan.
- \*-- In charge of maintaining the readiness and operability of the Emergency Operations Center, including organization, communications, drills, and operation.
- \*-- Maintains communications with other response agencies, including the Salt Lake County Emergency Management, Utah Department of Public Safety, and other emergency managers. Attends meeting with those agencies as appropriate.

**Training Duties** (Duties may include, but are not limited to, the following)

- \*-- Oversees training program for the department including new drills, maintaining certifications, training hours reporting, Image Trend Training Documentation & Tracking, Outside Training Requests and approvals, and training new employees.
- \*-- Reviews and submits NFIRS.
- \*-- Manages safety gear program including purchasing, cleaning, and maintenance.
- \*-- Coordinates the Standard Operating Guidelines and Procedures program.
- \*-- Coordinates physical fitness program including annual physicals and testing.
- \*-- Act as department safety officer.
- \*-- Coordinates department's special operations program including hazmat and technical rescue.
- \*-- Oversees and coordinates cadet program.
- \*-- Dispatch liaison for VECC.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

Education and Experience

Before December 31, 2021:

- The Administrative Assistant Chief may be appointed by the appointing power subject to the approval of the Mayor.
- Graduation from college or university with a Bachelor's Degree in Fire Science or a related field and seven (7) years of experience as a Firefighter, including two of those years in supervisory experience, plus at least one (1) year as a Battalion Chief OR any equivalent combination of education and experience.

After January 1, 2022:

- A Bachelor's Degree in Fire Science or related field, and a minimum of seven (7) years full time experience with the department, plus at least one (1) year as a Battalion Chief.

### Special Requirements

- Must possess a valid Utah Driver License.
- Must possess current EMT-B, EMT-A or EMT-P certification through the State of Utah.
- Must be Fire Inspector I and International Fire Code Certified if your assigned duty is fire prevention.

### Preferred Qualifications

- Completion of the EFO (Executive Fire Officer) program with the National Fire Academy.
- Chief Fire Officer (CFO) designation.
- For Fire Prevention: POST-SFO (Peace Officer Standards and Training - Special Function Officer) and IFC Plans Examiner, Fire Investigator, Fire Inspector II, III, and Fire Life & Safety Educator I & II, IAAI (International Association of Arson Investigators) certifications.
- For Training Officer: Safety Officer and Fire Instructor I & II, and various technical rescue certifications.
- For Emergency Management: Utah Certified Emergency Manager (UCEM) or Certified Emergency Manager (CEM), and Emergency Management Institute's (EMI) Advanced Professional Series (APS).
- For EMS, EMT-P Certification, BEMS (Bureau of Emergency Medical Services) EMS Instructor or EMS Training Officer Certification, Physician Assistant License.

### Necessary Knowledge, Skills and Abilities

- Extensive knowledge of the goals and objectives of the City fire control program; extensive knowledge of effective techniques and methods of fire suppression and control; extensive knowledge of effective operation of departmental policies and procedures.
- Skill in methods and techniques of firefighting; ability to create effective working relationships with employees; ability to communicate effectively both verbally and in writing.
- Excellent computer skills including extensive working knowledge of computer programs such as Microsoft Word, Microsoft Excel, and ImageTrend.

## **TOOLS & EQUIPMENT USED**

- Vehicle, radio, pager, personal computer, calculator, phone, personal protective gear, first aid equipment, other standard firefighting equipment.

## **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; 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, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 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.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally 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.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.