



## JOB DESCRIPTION

Title: **ASSISTANT FIRE CHIEF**  
Department: Fire  
Class Code: 1456  
FLSA Status: Exempt  
Effective Date: July 1, 2015 (Rev. 02/2024)

### GENERAL PURPOSE

Under general supervision from the Fire Chief, performs professional and technical work in the field of fire prevention, training, EMS, fire operations, 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.

**ESSENTIAL DUTIES** *(Any one position may not include all the duties listed, nor do the listed examples include all duties which may be found in positions Fire Prevention, Logistics, EMS, Fire Operations, and Emergency Management.)*

- Acts as liaison of information to and from the Fire Chief.
- Support and improve emergency response, safety, and education to employees and customers of Murray City Fire Department.
- Supervises, evaluates, disciplines, and coordinates employees of the fire department.
- 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.
- Responds to after-hours calls for Public Information Officer, Safety Officer, Duty Chief, Fire Investigator.
- Oversees assigned fire department operations relating to emergency services delivery, records, training of personnel, maintenance of facilities, equipment, policies, standard operating guidelines, emergency management and fire prevention.
- Administers grant programs, including applications, compliance, and record keeping.
- Participates in community activities, fire department events, ribbon cuttings, etc.
- Facilitates cost recovery for incidents and deployments.
- Coordinates hiring and promotional testing within the department.
- May fill-in for Battalion Chiefs on-shift and will fulfill their duties.
- Oversees and coordinates CERT, First Aid, and Public Education programs.

**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, alarm and fire sprinkler plans to assure fire code requirements are met.
- Manages records for applicable assigned areas.
- Oversees Fire Investigations.
- Oversees Fire Prevention week.

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

- Oversees EMS patient care reporting.
- Serves as Murray's Utah and National Registry Emergency Medical System Service Director and Training Officer.
- Provide certifications such as CPR, ACLS, Pediatric and Trauma courses and certifications.
- Oversees EMS billing.
- Oversees Continuous Quality Improvement Program.
- Oversees the Infection Control Officer.
- Oversee the use and purchasing of emergency medical services equipment.
- Oversee employees in Paramedic school.

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

- Serves as the City's emergency manager and obtains the required FEMA certifications for an 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.
- Is 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.
- Coordinates Tier II hazardous material reporting.

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

- Oversees training program for the department including new drills, maintaining fire certifications, fire training hours reporting, electronic training documentation and 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.
- Serves as Fire Department designated safety officer.
- Coordinates department's special operations program including hazmat and technical rescue.
- Oversees and coordinates cadet program.
- Serves as the liaison for VECC.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience

Graduation from college or university with a bachelors degree in fire science or a related field and seven (7) years' experience as a Firefighter, including two of those years in supervisory experience, plus at least one (1) year as a Battalion Chief, Division Chief, or Fire Marshal.

#### **OR**

Any equivalent combination of education and experience.

#### Special Requirements

- Must possess a valid Utah Driver License.
- Must possess current EMT, AEMT or Paramedic certification through the State of Utah.
- Must be Fire Inspector I and International Fire Code Certified if assigned duty is fire prevention.
- Must complete department's emergency ambulance driving class.

#### 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 or NFPA 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: Paramedic Certification, BEMS (Bureau of Emergency Medical Services) EMS Instructor and EMS Training Officer Certification.

### Necessary Knowledge, Skills and Abilities

- Extensive knowledge and skill of all aspects of fire control operations and emergency medical care; extensive knowledge of pre-fire planning methods and techniques; extensive knowledge of proper equipment maintenance and station maintenance.
- Extensive knowledge of effective operation of departmental policies and procedures.
- Thorough working knowledge of National Incident Management System (NIMS) and the Incident Command System (ICS).
- Ability to effectively train firefighters; 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 EPCR's.
- Skill in methods and techniques of firefighting; ability to create effective working relationships with employees; ability to communicate effectively both verbally and in writing.

### **TOOLS & EQUIPMENT USED**

- SCBA, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, personal computer, phone, personal protective gear.
- All equipment listed on State of Utah's required equipment list for EMTs and paramedics, including but not limited to defibrillators medical suction equipment, cardiac monitors, intubation equipment, IV and medication administration 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.

In addition to the physical demands of the job as listed below the employee is required to participate and pass the department's annual Physical Agility Test (PAT) as described in Murray Fire Department's SOGs. The employee must also be cleared for duty as determined by a physician through required annual medical screening evaluations and meet Murray City's Health Standards and Requirements for Positions in the Public Safety Service.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to manipulate, 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be able to move objects such as rescue manikins weighing 181 lbs. short distances (50 feet or more), perform duties requiring pulling of 53 lbs. or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently team lifting patients or objects weighing 75 to 150 lbs. while wearing full PPE of roughly 50 pounds.

### **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. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- 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, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud.
- The employee will be required to be on call for various chief officer functions. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resultant from extended shift work.
- The employee may be required to work 48 hour and up to 72-hour continuous shifts upon department needs.

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

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

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