

ASSISTANT FIRE CHIEF**DEFINITION:**

This at-will senior management position is responsible for supervision of the District's Fire Loss Management Division to ensure the effective enforcement of all applicable State and local codes, ordinances, and regulations governing the prevention of fires and elimination of fire hazards; checking of development plans to assure proper and adequate fire protection and conformance with fire codes, regulations, and standards; and investigation of fires of suspicious nature or which involve loss of life, injury to persons, or substantial damage to property to thoroughly and accurately determine their cause, origin, and circumstances. This position may exercise fire suppression command responsibilities for major fires or emergencies.

Supervision Received and Exercised:

This position reports to the Fire Chief. Responsibilities include the supervision of all staff of the Fire District.

EXAMPLES OF DUTIES:

Typical Tasks:

The following tasks are typical for the position in this classification. The position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

- a. Performs the more difficult inspections of commercial and industrial buildings to ensure construction practices conform to all applicable State and local ordinances, codes and regulations.
- b. Develop a monthly work schedule of the work of the staff of the District. Effectively sets priorities in meeting workload service requirements.
- c. Assures the attainment of annual performance objectives set by the Fire Chief for the inspection of commercial and industrial buildings, for the provision of public education services, and for other fire prevention activities.

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.02
June 2009

d. Maintains a competent and motivated work force by selecting, training, evaluating, and disciplining subordinates. Objectively and constructively evaluates the performance of subordinates, promptly letting subordinates know how well they're doing.

e. Evaluates the quality and efficiency of the staff of the District by making regular and frequent review of their work in the field, and by reviewing their reports. Advises and directs subordinate personnel in the improvement of work production and work methods.

f. Responds to public inquiries and complaints promptly and courteously, including investigating to determine responsibility and methods of resolving the problem.

g. Generates a monthly report for the Fire Chief regarding the work activities and workload of the Fire Loss Management Division, and maintains various work records related to development of such a report.

h. Establishes standard operating procedures for the work of the Fire Loss Management Division to include safety guidelines, and quality and performance standards.

i. Evaluates the effectiveness of the fire prevention program. Ensures a continuing process of adjusting the fire prevention program to maintain its effectiveness in light of the results of the evaluation or to take into account changed circumstances.

j. Prepares the annual budget for the Division ensuring the budget adequately documents the amount and level of services to be provided. Exercises control over the authorized budget to keep expenses within the limits set.

k. Keeps the Fire Chief informed in a timely fashion on issues requiring the Fire Chief's input or consent, and on service needs or problems. Proposes changes to improve the quality and efficiency of service delivery.

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.02
June 2009

- l. Maintains knowledge and skills essential for delivering effective and efficient fire inspection and prevention services and for exercising fire suppression command responsibilities.
- m. Assures the prompt and comprehensive review of plans for proposed building construction or alteration and the timely inspection of all structures being built as well as all commercial and industrial buildings to obtain compliance with applicable State and local laws, codes, and ordinances. Assures sprinkler systems within these plans conform to applicable fire regulations, codes, and standards, and that the sprinkler system is inspected to assure proper operation.
- n. Reviews and suggests revisions of District codes and ordinances to the Fire Chief to maintain codes and ordinances that are the most up-to-date available and that conform with all federal, State, and local requirements.
- o. Provides informed and skilled technical assistance and advice to architects, engineers, contractors, and homeowners on material pertaining to building plans, construction methods, and local codes and ordinances.
- p. Assist with emergency response as required, which may include weekend duty coverage, staffing the emergency operations center in Disaster Operations, and filling incident command system roles as qualified.
- q. Plans, organizes, develops, and coordinates District Hazardous Material Operations in consultation with Operations and Director of Training.
- r. Personally handles or directs difficult, multi-company, high priority or emergency fire suppression tasks, and remains on-call, where appropriate.
- s. Participates in the identification and development of a cadre of competent first line supervisors and middle level managers.
- t. Assists the District's Personnel Officer, participating in labor negotiations when assigned.
- u. Special projects requested by the Fire Chief

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.02
June 2009

- v. Represents the Fire Chief and District to various individuals and groups, as required, and maintain effective communications and labor relations vertically and horizontally within the department.
- w. Functions as liaison with Workers Compensation parties
- x. Serves as the “acting” Fire Chief in his/her absence.

QUALIFICATIONS:

Minimum Knowledge's, Abilities and Skills:

Knowledge of: Federal, State, and local fire regulations, codes, and standards; building construction practices; principles and practices of fire inspection and prevention; principles and techniques of fire cause and arson investigation; hazardous chemicals and materials; modern fire suppression and emergency operation methods and equipment; fire suppression training principles and techniques; fire hydrant and sprinkler systems; principles and practices of development review and processing including plan checking to assure conformance with fire regulations, codes, and standards.

Ability to: Maintain a level of physical fitness appropriate to the position.

Skills in: Checking plans to ensure conformity with pertinent regulations; answering technical questions involving code interpretations; making field inspections; preparing technical reports; establishing and maintaining effective working relationships with architects, engineers, supervisors, fellow employees and the public; reading and interpreting building plans, and specifications; supervising the work of others; verbal and written communication; detecting violation of fire codes and regulations; planning, scheduling, and reviewing the work and performance of subordinates in a manner conducive to full performance and high morale; making sound judgments under emergency situations; obtaining compliance with fire codes; providing effective leadership; maintaining a service orientation in the provision of fire services; performing mathematics; determining the cause and origin of fires, taking photographs, preserving evidence, making sketches of fire scenes, and preparing court cases; interpreting and enforcing fire codes and regulations