

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Assistant Fire Chief
Sch.& Grade FPS-13
Class Code AB55
FLSA Status Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Fire

PRIMARY PURPOSE:

Performs responsible administrative, supervisory and technical work in any major function of the Fire Department such as operations, training, or technical services as assigned; serves as the second-ranking officer in the Fire Department.

SUPERVISION:

Under the general direction and guidance of the Fire Chief; supervises subordinates.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Directs firefighting, emergency medical services and rescue activities of the operations division according to knowledge of accepted procedures.
2. Supervises personnel engaged in operation and maintenance of fire stations and equipment.
3. Responds to fire scenes as appropriate and observes performance of firefighting personnel at serious fires; assumes command of emergency scene as appropriate per incident command system.
4. Develops and conducts training in specialized areas for Fire Department personnel to ensure personnel are qualified on specialized equipment, and any other training necessary to meet department needs as well as the Insurance Service Office requirements; develops and administers promotional testing processes.
5. Establishes, evaluates the effectiveness, and upgrades as necessary a specialized training schedule and recommended hours of attendance for department personnel.
6. Participates in formulating and evaluating departmental or City policies as assigned, implements new or revised policies, and encourages fire personnel toward accomplishment of department goals and mission statement.
7. Prepares and monitors assigned division budget; assists in purchasing major items; surveys buildings, grounds, and equipment to identify needs of department.
8. Travels to fire station locations, training sites, fire scenes, etc.
9. Prepares and presents public speeches; participates in community activities.
10. Supervises and coordinates activities of technical services division of the department including building inspections, arson investigations, bomb squad, and fire prevention activities; may participate in investigations and inspections made by subordinate personnel.
11. Oversees review of new building plans to ensure compliance with laws, ordinances and administrative rules for public fire safety.
12. Directs public information programs for citizens regarding fire safety and home-safety inspections.
13. Responds to on call assignments by arriving to incident scene during an emergency within 30 minutes of notification.
14. Serves as Department's Health Safety Officer as assigned, reviews accident/injury reports, evaluates trends and makes recommendations to improve safety within the department.
15. Assumes duties as Chief, as required.

IMPORTANT FUNCTIONS:

1. Attends conference, workshops, seminars, etc. for professional development purposes.
2. Utilizes necessary computer applications such as spreadsheet and database.
3. Composes correspondence and memos as needed.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, methods and procedures involving firefighting, rescue and salvage, emergency medical services, fire prevention, fire investigation and fire administration; procedures in handling hazardous materials; explosive ordnance disposal; teaching and training procedures; safety and health.

Abilities

Effectively plan and conduct a training program designed for Fire Department personnel needs; direct the proper use/maintenance of equipment, buildings, grounds and supplies; effectively supervise subordinates; read and interpret a variety of technical information; use sound, independent judgment; effectively utilize computer and computer software applications .prepare and present clear, accurate, and detailed written and oral reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; possess a high degree of integrity and strong work ethic with the ability to detect and avoid conflicts of interest; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s degree in Business Administration, Public Administration, Industrial Management, Fire Science, or a related field plus three years of supervisory experience at the rank of Battalion Chief or above in a full-time, paid position in a Fire Department; or Associates degree plus four years experience at the rank of Battalion Chief or above in a full-time, paid position in a Fire Department of which three years must be in a supervisory capacity; or an Associate’s degree and five years experience in the Springfield Fire Department at the rank of Fire Captain or above, of which three years must be in a supervisory capacity.

Physical Requirements

Visual defects cannot exceed 20/100 in both eyes and vision must be corrected to 20/30 in both eyes; successful long-term soft contact lens wearers shall not be subject to the uncorrected criterion; must be able to distinguish primary colors; must be able to pass a post offer medical examination including a hearing test.

Frequently/Routinely: Walk; sit for long periods of time; bend; reach to ground level and overhead; hold and grip objects.

Occasionally/Periodically: Reach to ground level and overhead.

Rarely/Seldom: Run; crawl; jump; climb ladders and stairways; stand for long periods of time; lift, carry, push or pull weights up to 125 lbs.; squat, kneel, and work at heights of 100 feet or higher as required by emergency situations.

Working Environment

Working both indoors and outside; may be exposed to extreme weather conditions, poor visibility, constant and extreme noise, fumes, and smoke when responding to large fire scenes, conducting training, or participating in fire investigations; subject to a variety of safety hazards as well as life threatening conditions and situations associated with firefighting, fire investigations, bomb squad activities, and rescue work; must be able to take command at fires which includes observing and moving about fire scenes.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s License; additional training may be required depending upon division assignment. Certificates for ICS 100, 200, 300 and NIMS 700 and 800 preferred. Depending on divisional assignment, must possess: Operations Division: Command and Control of Incident Operations or equivalent; Technical Services Division : MO Div of Fire Safety Fire Inspector or Fire Investigator; Training Division: MO Div of Fire Safety Fire Service Instructor I.

Miscellaneous Requirements

Must be available for on-call duty, as assigned. Responds to on-call assignments by arriving to incident scene during an emergency within 30 minutes of notification.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4137
Comments:	Updated Abilities	Date: July 1990

Have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____