

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant Fire Chief</u>
Sch.& Grade	<u>FPS 14</u>
Class Code	<u>AB55</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Fire</u>

PRIMARY PURPOSE:

Performs responsible administrative, supervisory and technical work in any major function of the Fire Department such as fire operations, or support 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 a major division within the Fire Department

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and directs a major division of the Fire Department, which may include firefighting, emergency medical services, special operations, and rescue activities of the Operations division; or may include the supervision and direction of the Support Services division, to include programs and activities for community risk reduction, fire investigation, firefighter recruitment, training and the fire training center, and the apparatus and fleet maintenance shop.
2. Responds to emergency incidents, to include major fires and emergencies. Assumes the role of incident commander when appropriate, and may function within the incident command system, or within the emergency operations center.
3. Develops and administers fire training academies, professional development and succession planning programs, and sustainment plans for fire training; conducts training to meet department needs; develops and administers promotional testing processes.
4. Supervises and directs apparatus fleet maintenance and repair facility and personnel; Oversees fire apparatus specification, procurement, construction and acceptance; oversees annual apparatus compliance and certification testing.
5. Participates in development and evaluation of departmental or City policies as assigned; implements new or revised policies and procedures or operating guidelines.
6. Prepares and manages assigned division budget; assists in the development of budget priorities; assists in purchasing major items; surveys buildings, grounds, and equipment to identify needs of department.
7. Travels to fire station locations, training sites, fire scenes, etc.
8. Prepares and presents public speeches; participates in community activities.
9. Oversees review of new building plans to ensure compliance with laws, ordinances and administrative rules for public fire safety.
10. Directs public information programs for citizens regarding fire safety and home-safety inspections.
11. Responds to on call assignments by arriving to incident scene during an emergency within 30 minutes of notification.
12. 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, fire ground support operations, emergency medical services, community risk reduction, fire investigation and fire administration; special operations, to include hazardous materials, water rescue, and technical rescue; explosive ordnance disposal; teaching and training procedures; safety and health.

Abilities

Effectively plans and directs a major division in the Fire Department; 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 and makes decisions regarding matters of significance; 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 180 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, 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, 400 and NIMS 700 and 800 is required. Professional designation through the CPSE is preferred.

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. Completion of professional designation within 12 months of appointment is required.

Last Revision: May 28, 2017

GENERAL ORDINANCE NO. 6368

Comments: Position reclassified, updated Supervision, Functions, Knowledge & Licensing **Date:** May 15, 2017

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: _____