# PART-TIME ASSISTANT CHIEF

## POSITION SUMMARY

Works directly with the Fire Chief and Deputy Chief to supervise fire companies for fire suppression, hazardous material response, rescue operations, emergency medical services and training. Assumes the duties of Incident Commander if first on scene of an emergency and may take Command of the incident as seen fit. Oversees Part-Time staff and works with Full-Time staff to direct activities of staff in routine duties and on emergency scenes. Part-Time Assistant Chiefs work an average of twenty (20) hours per week.

## RESPONSIBILITIES

**Essential Duties:**

- Responds to alarms as an officer of a firefighting company; performs a variety of firefighting functions, including Incident Command.
- Responds as the officer of a fire company to bring basic medical care to citizens of the community.
- Works with the captains to prepare and conduct training of company and department personnel as assigned; works with employees to correct deficiencies, and reviews training records.
- Maintains discipline and ensures that all staff follow department rules and regulations.
- Provides staff assistance to senior officers as appropriate and necessary.
- Coordinates activities with other officers and personnel.
- Maintains proficiency by completing required trainings; maintains all required certifications.
- Works closely with the Training Officer in the delivery of overall training programs for suppression personnel including classroom and hands-on training.
- Responds to major emergency incidents and provides support to the Incident Commander in accordance with incident command policy.
- Operates or oversees the operation of fire department apparatus and equipment.
- Performs other duties of a similar nature or level as required.
- Participates in the preparation of work assignments; participates in the development and implementation of goals, policies, and priorities; identifies opportunities to improve service delivery, anticipates resource needs and assists in implementation of improvements.
- Participates in budget development.
- Attends staff, department, shift and any other meetings to ensure success of the department.

**Knowledge, Skills and Abilities: (**position requirements at entry):

- Knowledge of City of Dickinson Fire Department Standard Operating Procedures.
- Knowledge of City of Dickinson Human Resource Manual.
- Knowledge of firefighting principles, practices, and procedures.
- Knowledge of fire hydraulics, fire apparatus, equipment, tools, devices, facilities and the proper use and maintenance.
- Knowledge of city geography and hydrant locations.

- Skilled in management and supervisory principles and practices, in both routine and emergency situations.
- Ability to operate and maintain fire department apparatus and equipment.
- Ability to supervise personnel under extreme stress at an emergency scene.
- Ability to use a variety of office equipment and related applications.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public
- Ability to effectively communicate orally and/or in writing.

**Judgment/Decision Making:**

- Performs duties within the parameters of established fire department policy, procedures, and guidelines, adopted city fire code and emergency medical scope of practice.
- Serves as or assists incident commander in accordance with incident command policy and procedures and may fill various roles and responsibilities within the incident command system as the incident becomes more complex.
- Refers operational, procedural, policy and personnel issues to the Fire Chief, following chain of command.

## RELATIONSHIPS

**Leadership/Supervisory Responsibilities:**

- Will supervise department staff. Will mentor and provide guidance and training to members of the department. Includes some human resource responsibilities for direct reports.
- Confers with the Fire Chief about human resource and operational issues.
- Maintains and enforces department rules and regulations.
- Works to promote teamwork within the department.

**Relation to Others:**

- Regular and substantial contact with the public; discussions usually relate to interpretation of policies and/or programs.
- Assesses and diffuses problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of customers.
- Shares information with peers.
- Resolves conflict through the use of tact and diplomacy.
- Accepts responsibility and works well when given responsibility.
- Accepts and is eager to learn new duties.
- Offers suggestions to improve the activities of the department.
- Exhibits a positive image and outlook when interacting with coworkers and/or the public.
- Serves as a positive role model for others.

## SKILLS

**Education and Experience** (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.).
- Nine (9) years of Volunteer/Part-Time experience as a fire fighter, three (3) of which as a Captain or higher.
- Or an equivalent combination of Fire Service-related education and experience sufficient to successfully perform the essential duties of the job.

**Special Requirements**:

- Valid ND Driver's License
- AHA BLS Provider Level CPR, AED & First Aid
- ProBoard and/or IFSAC Firefighter I Certification
- ProBoard and/or IFSAC Firefighter II Certification
- ProBoard and/or IFSAC Hazardous Materials Operations Certification
- BlueCard Command Certification
- NIMS/ICS 100, 200, 300, 400, 700 & 800
- ProBoard and/or IFSAC Fire Instructor I (within two years of hire)
- Emergency Medical Responder
- ProBoard and/or IFSAC Fire Officer I
- ProBoard and/or IFSAC Driver Operator

## WORKING CONDITIONS

**Environment:**

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, blood borne pathogens, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.
- Ability to distinguish between shades of color and utilizing the sense of smell.

**CLASSIFICATION AND HISTORY:**
**Pay Grade:** Part Time Assistant Fire Chief
**FLSA:** Non-Exempt
**Created:** 12/16/2021 by Fire Chief Presnell, HR Nameniuk
**Updated:**