

ASSISTANT FIRE CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction, to assist the Fire Chief in the planning, organizing and directing the management of the Fire department including suppression, fire prevention, fire inspection, training, emergency medical services, and disaster preparedness; performing responsible administrative and management duties in support of the City's and the departmental goals objectives and priorities; and to do other responsibilities as required.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

As assigned and directed, coordinate and manage specific activities related to fire suppression, prevention, inspection, training, emergency medical services, and disaster preparedness including the enforcement of state laws, regulations, codes and ordinances; prepare recommendations on departmental issues for the Fire Chief; assist in the development of departmental goals and objectives; assist in the development and implementation of the departmental budget; conduct management level policy and fiscal studies and prepare reports; act as the departmental representative for labor negotiations and employee relation issues; coordinate departmental activities with other fire agencies, City departments, and public and private organizations; prepare and present reports to the City Council, Commissions and community based groups; respond to sensitive and complex inquires and complaints; may assume command of major incidents; may act as Fire Chief in his/her absence; and performs other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, techniques and procedures applied to the overall management of a municipal fire department;
- Modern firefighting, prevention, and emergency services theories and procedures;
- Applicable local, state and federal codes, ordinances and laws;
- Budget development and implementation;
- Principles and practices of employee/employer relations;
- Principles and practices of management and supervision;
- Research methods, financial and statistical analysis;
- Public and media relations; and
- Socio-economic characteristics of the community.

CITY OF OCEANSIDE

Assistant Fire Chief (*Continued*)

Ability to:

- Plan, organize, assign, coordinate, direct and evaluate the work of others in a modern municipal fire department;
- Provide professional leadership and participate as an effective member of the management team;
- Properly interpret laws, regulations, ordinances, codes and policies in decision making process;
- Prepare and present clear and concise reports to the City Council, Commissions, and community groups;
- Demonstrate an awareness and appreciation of the diversity of the community;
- Work well under pressure to meet deadlines;
- Supervise, as necessary, the management of major fires or disasters;
- Assist in the development and administration of long- range programs; and
- Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of departmental personnel and in dealing with City officials, other government agencies, the public and the media;

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Eight years of increasingly responsible experience performing major operational and administrative functions in an organized paid municipal Fire Department, including at least two years at the level of Battalion Chief.

Training:

A Bachelor's degree, highly desirable, from an accredited college or university with a major in Fire Administration, Public Administration, Business, or closely related field.

License:

A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions:

An Assistant Fire Chief's primary working conditions are in an office environment. An Assistant Fire Chief may be called upon to participate in firefighting activities or respond to an emergency situation.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for arduous work, moderate or light lifting and for sitting or standing for prolonged periods of time.