ASHEVILLE, NORTH CAROLINA

Classification Specification

Assistant Chief, Fire
Job Code: 2010
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to plan, direct, and oversee assigned Fire Department divisions, which include community risk reduction activities, administrative functions, logistics, training and development, emergency management, and technical services, and to assist in overall department planning and management.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: per chain of command, manages the activities of personnel through subordinate supervisors; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; approves and/or recommends disciplinary actions, promotions, recruitment and selection; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical

expertise; provides progress and activity reports to management; and updates and maintains department standard operating procedure manuals.

Assists with developing and implementing long- and short-term plans, goals, and objectives for the department and develops and implements the same for assigned divisions: evaluates performance and effectiveness of current services, programs, and systems in relation to growing needs of the City; and identifies, recommends, and implements needed changes, modifications and/or enhancements.

Assists with developing, implementing, and updating policies and procedures for the department and develops, implements, and updates the same for assigned divisions: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates policies and procedures as required.

Assists with developing, defending, and implementing department budget and develops, and administers the same for assigned divisions: determines and recommends budget allocations for staffing, equipment, and capital improvement needs; reviews budget requests, purchase orders, and related items; monitors expenditures to ensure compliance with approved budget; and maintains budget and financial records and documentation.

Provides progress reports to Deputy Fire Chief and Fire Chief to keep them informed on key issues and progress toward objectives of assigned functional areas: exchanges information, reviews activities, resolves issues, and receives direction; makes recommendations to assist Deputy Fire Chief and Fire Chief in decision making; and may serve as Deputy Fire Chief or Fire Chief in the absence of the same.

Directs functional operations of assigned divisions: monitors work activities of assigned divisions through subordinate supervisors; determines proficiency level and identifies areas requiring improvement; oversees the development and implementation of work activities, training programs, and standards for maintenance and care of assigned equipment; reviews identified opportunities with subordinate staff; and coordinates the formulation and implementation of action plans to correct deficiencies and improve service delivery.

Represents the department to City administrators and elected officials, other government agencies, and the public, as needed: responds to questions, complaints, and requests for information; attends and participates in various committees, hearings, official functions, City Council meetings, and other community meetings, as requested; makes presentations and public speeches to civic and business associations and schools and other groups; receives, investigates, and responds to complaints against department personnel, complaints and concerns regarding service delivery of assigned divisions, and requests for information; and provides interviews and information to media outlets, as needed.

Ensures compliance of assigned divisions with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; and initiates any actions necessary to correct deviations or violations.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in functional areas of assignment; oversees, monitors, and participates in physical fitness training, training drills, and other continuing education activities; facilitates and/or attends shift meetings, training and certification classes, workshops, and seminars as appropriate; and ensures completion of required annual certification hours as a certified Firefighter.

Communicates with City officials, supervisor, subordinates, other City employees, vendors, the public, the media, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated

timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, staffing reports, incident reports, investigation reports, inspection and enforcement reports, accident/injury reports, budget and financial documentation and requests; performance evaluations, incident analysis, policies and procedures and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Operates, utilizes, and maintains various specialized communications and firefighting equipment, power tools, hand tools, and supplies to complete work assignments, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Fire Science, Emergency Management, or a related field required; supplemented by seven years of progressively responsible experience in one or more areas of assignment, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class B Commercial Driver's License (CDL) including appropriate endorsement(s). Must possess and maintain the following additional certifications or licensures: Firefighter II, Technical Rescuer, Fire Inspector III, Hazardous-Materials Technician, Fire Instructor II, Fire Officer II, Fire & Life Safety Educator I, Emergency Medical Technician - Basic, Incident Command System, and crisis intervention and/or peer support certification. May be required to obtain and maintain additional certifications and licensures, as deemed necessary.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data

and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Performance of some training and firefighting functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.