

Egg Harbor Fire Department and First Responders Standard Operating Guideline

SUBJECT: Department Assistant Fire Chief Position Description SOG 009

PURPOSE: To have in place a policy that defines both the qualifications and duty requirements for the Egg Harbor Fire Department Assistant Chief.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

GENERAL PURPOSE

The Assistant Chief performs a variety of technical, administrative, and supervisory work in assisting the planning, organizing, directing and implementing fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Performs fire services and is the Safety Officer of the Department.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Fire Chief and Egg Harbor Joint Fire Commission.

SUPERVISION EXERCISED

Supervises all officers, firefighter and first responders, either directly or through other subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May act as the Fire Chief during the absence of the Fire Chief.

Supervises subordinate officers in their assigned duties.

Reviews, evaluates, develops and implements programs, guidelines and procedures for various departmental operations including training and fire prevention.

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Directs and participates in major departmental programs.

Responds to multiple alarm fire as needed; assumes command in the absence of Fire Chief.

Carries out duties in conformance with Federal, State, County, Town and Village laws and ordinances.

Assists in the planning and implementation of Fire and EMS programs for the Egg Harbor Fire Department in order to better carry out the policies and goals of the Department.

Directs the operation of departmental training activities.

Handles grievances from officers and firefighters, maintains Departmental discipline and the conduct and general behavior of personnel.

Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.

Assigns personnel and equipment to such duties and uses as the service requires.

PERIPHERAL DUTIES

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities.

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Departments in a variety of local, county, state and other meetings.

Performs the duties of command personnel as needed.

Serves as a member of various committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or GED equivalent with specialized training in Fire Department administration to include at a minimum:

- a. Fire Fighter II certification.
 - b. Driver Operator.
 - c. Must obtain Fire Officer Basic (Entry level) training within two (2) years of original appointment as Assistant Fire Chief.
 - d. Must have or had experience of at least First Responder level training before appointment.
 - e. Must complete all required ICS training within one (1) year of original appointment as Assistant Fire Chief.
- (B) Fire (5) years prior work experience of a progressively responsible nature in fire fighting, prevention and emergency medical services, including supervisory duties which must be equivalent to Fire Lieutenant or higher.
- (C.) The Assistant Chief shall reside within the Town or Village of Egg Harbor with the following exception: Anyone employed within the Town or Village or anyone living within a reasonable distance from either station and can respond in a reasonable amount of time as decided by the Fire Commission.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern fire suppression, prevention, emergency medical services principles, procedures, techniques, and equipment. Working knowledge of first aid and resuscitation techniques and their application. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- (B) Skill in the operation of tools and equipment.
- (C) Ability to: train and supervise subordinate personnel; perform work requiring good physical condition; exercise sound judgment in evaluating situations and in making decisions; effectively give and receive verbal and written instructions; establish and maintain effective working relationships with other employees, supervisors and the public; meet the special requirements listed below.

BASIC REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid Wisconsin State Driver's License.
- (B) No felony convictions or disqualifying criminal histories within the past Ten (10) years.
- (C) Ability to speak, read and write the English language.
- (D) Ability to meet Departmental physical standards.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

During the course of employment the employee will be required to work in potentially hazardous and stressful situations. These include multiple types of emergency situations that will place the individual in danger and require the ability to make decisions under stressful conditions.

While performing the duties of this job, the employee is frequently required to sit, stand, crawl, walk, or run. Additionally the employee will be required to operate power and hand tools as well as heavy equipment and apparatus.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

All of the above physical demands may take place under stressful conditions and may require the wearing of personal protective equipment to include a Self Contained Breathing Apparatus while performing their job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in an office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

SELECTION GUIDELINES

Formal application, review of education and experience. appropriate testing and interviews; oral interview, background check, physical agility, drug screening, final selection and pre-employment medical examination may be required.

NOTE: Appointees shall be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Assistant Chief will be appointed by the Fire Chief and approved by the Egg Harbor Fire Commission. After the annual performance review the Assistant Chief will need to be approved by the Egg Harbor Fire Commission.