

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Fire	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Fire	DEPARTMENT NUMBER	150
REPORTS TO (TITLE)	Deputy Fire Chief	JOB FAMILY	Fire
PAY GRADE	Assistant Fire Chief	DATE OF LAST REVIEW	June 2024

NATURE OF WORK
<p>This classification is responsible for acting as a shift supervisor for an assigned crew. Responsibilities include responding to fires, emergency medical calls, water and ice rescue situations and hazardous material emergencies; supervises operations of the emergency fire and medical vehicles, assigning firefighters to jobs at strategic locations to facilitate rescue of persons and maximize application of extinguishing agents, serving as a working leader of an engine or prescribed fire crew; instructs and conducts drills for fire department personnel in assigned duties, includes firefighting, medical care, hazardous materials response, fire prevention, and related subjects.</p> <p>The Assistant Fire Chief must be able to work 24-hours shifts including weekends and holiday and be available to work overtime when required to meet operational needs.</p>

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)	
1.	Plans, organizes, directs, and coordinates the work of lower-level shift employees; Schedules daily work of employees; Performs administrative duties, including; payroll, budgeting, medical report audits, responsibility of Continued Quality Improvement activities, and medical equipment/supplies maintenance.
2.	Supervises operations of emergency fire, hazardous material emergencies, and medical situations; assigns firefighters to jobs at strategic locations and facilitate rescue of persons and maximize application of extinguishing agents; instructs and drill fire department personnel in assigned duties, including firefighting, medical care, hazardous materials response, and fire prevention; directs and assists firefighters in station maintenance duties.
3.	Supervises emergency calls; Maintains contact with fire dispatchers at all times to notify them of the need for additional firefighters and supplies, or difficulties encountered; Collaborates with other firefighters as a member of a firefighting crew; Inform and educate the public on fire prevention.
4.	Performs hazardous material response evaluations and procedures at a Technician and Incident command level; Inspects buildings for fire hazards and compliance with fire prevention ordinances, testing and checking smoke alarms and fire suppression equipment as necessary; Inspects fire sites after flames have been extinguished to ensure that there is no further danger; Patrols burned areas after fires to locate and eliminate hot spots that may restart fires.
5.	Oversees the response to fires, emergency medical calls, water and ice rescue situations, hazardous material emergencies, and other emergency situations in the city and SIRG counties; Rescues victims from burning buildings, accident sites and water hazards; Administers first aid and cardiopulmonary resuscitation to injured persons or provide emergency medical care such as basic life support.
6.	Participates and schedule physical training activities to maintain a high level of physical fitness; coordinates Fire Prevention activities and assumes responsibility of Public Fire Safety Education.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)

- 7. Writes reports related to fire safety and emergency situations.
- 8. Supervises required fire prevention and public education assignments.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

DIRECTION PROVIDED

Evaluates and signs performance reviews, approve timecards, conducts job interviews, reward/discipline, etc. of other regular employee.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School diploma or equivalent G.E.D.

AND

Ten (10) years of firefighting experience.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING REQUIREMENTS

Firefighter I & II, EMT, Incident Command (IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800), Hazardous Materials Technician, Fire Instructor I, Fire Officer I certifications required;

Fire Instructor II and Fire Officer II certification

- Required within 3 years of appointment (dependent on availability of training program)

Valid driver's license

SKILL/ACTIVITIES REQUIREMENTS

- Modern office procedures and equipment;
- Equipment policies and procedures;
- Fire, EMS, and hazardous materials apparatus and equipment;
- Water rescue;
- Materials, methods, and tools involved in construction;
- Report presentation techniques;
- Basic Math applications
- Local, state, and federal security operations;
- React quickly and calmly to emergency situations;
- Training and instruction of Fire Department principles and methods;
- Calculate financial statements, ratios, proportions and percentages;
- Prioritizing and assigning work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office).

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: reaching, standing, walking, talking, hearing, seeing and repetitive motions.

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 force constantly to move objects.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Work space restricts movement
- Intense Noise
- Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

**POSITION ASSESSMENTS**

Cognitive

- Criteria Cognitive Aptitude Test

Skills

- Criteria Basic Skills Test

Personality

- Employee Personality Profile
- Workplace Safety Profile

Assessment Center conducted by third-party using industry standards for evaluations. May include interview and hands-on exercises.

**CLASSIFICATION HISTORY**

DATE	COMMENT
August, 2023	Draft prepared by CHM
April 2024	Updated per feedback by BC
June 2024	Changed Fire Instructor II certification as required within 3 years of appointment, added Position Assessments section

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.