

## POLICIES AND PROCEDURES

### STANDARD OPERATING PROCEDURES

#### Assistant Chief Job Description

#### SECTION I, 4.0 – 4.8

*February 5, 2014*

Approved by R. Dale Horne – Fire Chief

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#### **4.0 POLICY: GENERAL PURPOSE**

- a. Assists the Fire Chief in managing the daily operations of the Fire Department.
- b. Provides medical assistance at the Medical Responder level as necessary.

#### **4.1 SUPERVISION RECEIVED**

- a. Works under the general guidance and direction of the Fire Chief.

#### **4.2 SUPERVISION EXERCISED**

- a. Supervises the department staff, officers or volunteers through subordinate officers.

#### **4.3 ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a. Supervises all operations in the absence of the Fire Chief.
- b. Plans, coordinates, supervises and evaluates Fire operations.
- c. Directs training of personnel and administers laws and regulations affecting department.
- d. Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental operations. Plans and implements methods for improving efficiency of department.
- e. Assumes personal command at multiple-alarm fires.
- f. May assist in coordination of mutual fire protection plans with surrounding municipalities.
- g. Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.
- h. Responds to major fire calls and directs firefighting activities through subordinate officers.
- i. Assists with the development and monitoring of the departmental budget.
- j. Develops specifications for new equipment and recommends equipment improvements.
- k. Assists with personnel recruitment, selection, and training.
  - l. Directs, through subordinate officers, the enforcement of life and fire safety codes.
- m. Maintains effective working relationships with civic and general public groups, elected officials, other City Departments and State Agencies.
- n. May investigate causes of fires and inspect buildings for fire hazards.
- o. May control issue of occupancy permits and similar licenses.

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- p. Plans and implements Fire programs for the City to implement policies and goals of the City Manager and Council.
- q. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- r. Directs the operation of departmental in service training activities.
- s. Maintains departmental discipline and the conduct and general behavior of assigned personnel.
- t. May fill in for Battalion Chiefs in their absence.
- u. Plans for purchase of new equipment and use of new techniques in rescue, and firefighting operations.
- v. Prepares reports as directed by Fire Chief.
- w. Recommends awards for firefighters for superior service.

#### 4.4 PERIPHERAL DUTIES

- a. Attends conferences and meetings to keep abreast of current trends in the field.
- b. Represents the Fire Department in a variety of local, county, state and other meetings.
- c. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- d. Performs other related duties as required.

#### 4.5 DESIRED MINIMUM QUALIFICATIONS

- a. Education and Experience:
  - i) Bachelor's degree in fire administration;
  - ii) Nine (9) years of fire management experience, three (3) years of which must have been equivalent to fire lieutenant or higher; and
  - iii) Completion of the Fire Training Academy; or
  - iv) Any equivalent combination of education and experience.
- b. Necessary Knowledge, Skills and Abilities:
  - i) Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
  - ii) Working knowledge of first aid and resuscitation techniques and their application.

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- iii) Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- iv) Skill in the operation of the listed tools and equipment.
- v) Ability to train and supervise subordinate personnel.
- vi) Ability to perform work requiring good physical condition.
- vii) Ability to communicate effectively orally and in writing.
- viii) Ability to exercise sound judgment in evaluating situations and in making decisions.
- ix) Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
- x) Ability to meet the special requirements listed below.

#### 4.6 SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid SC Driver's License.
- b. Ability to meet Departmental physical standards.

#### 4.7 TOOLS AND EQUIPMENT USED

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

#### 4.8 PHYSICAL DEMANDS AND WORK ENVIRONMENT

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- a. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- b. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- c. The employee must frequently lift and/or move up to 10 pounds, and carry equipment/tools up to 40 lb., and must occasionally lift and/or move up to 200 pounds.

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- d. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- e. While performing the duties of this job, 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.
- f. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.

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



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THE ELECTRIC CITY