

Tempe Fire Department Policies and Procedures
Assistant Fire Chief
410.02B
Rev 6-7-09

Purpose:

To support and promote the mission and values of the City and the Department. To provide leadership for department members toward conducting our lives on a daily basis in accordance with the mission and values. To assist and support the Fire Chief in providing a vision for the department and to plan for the successful implementation of that vision.

To assist in planning, directing, and reviewing the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire and life safety code compliance, public safety education, emergency medical services, and administrative support services. To assist in coordinating assigned activities with other City departments and outside agencies; and to provide highly responsible and complex executive level support to the Fire Chief as a member of the Fire Chief's management team.

Supervision Received and Exercised:

Receives general direction from the Fire Chief.

Exercises direct supervision over sworn, technical, and clerical staff.

Examples of Duties:

When assigned to manage the Emergency Services, or Administrative Services, or Fire Prevention and Public Safety Education Divisions:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Direct oversee and participate in the development of the respective division; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in development and management of the Department's Strategic Plan.
- Provide positive leadership and development to various Department personnel so as to foster a qualified and capable staff.
- Develop, plan, and implement quarterly goals and objectives.
- Recommend, develop and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence; represent the Department and the City in a positive and professional manner.
- Participate in the development, administration and management of the Fire Department budget; participate in the forecast of funds needed for effective operation of the Department, monitor and approve expenditures; implement mid-year adjustments.
- Participate in recommending the appointment of personnel; provide guidance and opportunities for career development of employees; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Continuously review employee performance and document through performance review system and/or development program.

- Respond to major emergencies and assume an appropriate role within the Incident Command System.
- Participate in the research of alternate approaches to fire prevention, fire suppression, emergency medical, hazardous material handling, fire and life safety code application, and other emergency programs.
- Prepare a variety of technical and departmental activity reports.
- Participate in employee relations activities as related to the Fire Department. Provide positive input with the goal of developing a Memorandum of Understanding and overall employee relations environment that benefits both the City and the Union.
- Represent the Fire Chief, the Department, and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- When directed, fill in as the Acting Fire Chief in his/her absence.
- Attend and participate in professional meetings, conferences, and workshops.
- Perform related duties as required.

When Assigned to the Emergency Services Division:

- Provide positive leadership, direction and control for all members of the Emergency Services Division.
- Manage the effectiveness of the fire company inspection and pre-fire planning programs.
- Respond to significant emergency events in both a participative and evaluative capacity.
- Manage other programs and functions as assigned.

When Assigned to the Administrative Services Division:

- Manage Administrative functions within the division including new construction, apparatus specification, and preventive maintenance and repair, facility maintenance and radio communication.
- Coordinate activities of the Department's Research and Development Team.
- Manage self contained breathing apparatus and tool and equipment programs.
- Manage the purchase, storage and distribution of all supplies and commodities for the Department.
- Manage other programs and functions as assigned.

When Assigned to Fire Prevention and Public Safety Education Division:

- Prepare, update and enforce the City fire codes, ordinances and standards.
- Manage the Department's review of new construction and subdivision plot plans and manage the review of building plans prior to issuance of permits by the Building Safety Division.
- Manage fire inspection of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits and general compliance with fire prevention laws and standards.
- Manage fire inspection programs and acceptance tests on automatic fire extinguishing systems and alarm systems.
- Manage fire investigations to determine causes and damages; keep records of fire losses, inspections, investigations, fire deaths, and injuries.
- Serve as an expert witness in court cases involving fire cause and code violations.
- Advise property owners on the removal of fire hazards and if necessary induce compliance to correct hazards.
- Receive and investigate complaints of alleged fire hazards and recommended corrective action as necessary to resolve complaints; answer questions and provide information to the public.
- Meet with citizen groups, organizations, contractors, architects, engineer, and developers; conduct oral presentations and provide information on fire codes and fire prevention.
- Manage other programs and functions as assigned.

- Review construction documents in relation to fire prevention laws and codes.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible command and supervisory experience in an organized fire department, including three years of administrative responsibility.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in fire science, public administration, or a closely related field.

Licenses/Certifications:

Requires the possession of a valid Arizona driver's license.