



# City of Tempe

## ASSISTANT FIRE CHIEF

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	030/038		<i>FLSA Status:</i> Exempt
<i>Department:</i>	Fire		<i>Salary / Hourly Minimum:</i> \$144,967
<i>Supervision Level:</i>	Deputy Director		<i>Salary / Hourly Maximum:</i> \$159,827
<i>Employee Group:</i>	SMT		<i>State Retirement Group:</i> ASRS
<i>Status:</i>	Unclassified		<i>Market Group:</i> Assistant Fire Chief
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Officials and Administrators

DISTINGUISHING CHARACTERISTICS
The role of the Assistant Fire Chief is to assist in planning, directing, and reviewing the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire prevention, life safety code compliance, public safety education, emergency medical services, emergency management, 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.

REPORTING RELATIONSHIPS
Receives general direction from the Fire Chief.
Exercises direct supervision over sworn, technical, and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Six years of increasingly responsible command and supervisory experience in an organized fire department, including three years of administrative responsibility.
<i>Education:</i>	Equivalent to a Bachelor's Degree from an accredited college or university with major course work in fire science, public administration, or a directly related to the core functions of this position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
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.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.

### **When Assigned to Manage the Emergency Services, or Administrative Services, or Fire Prevention and Public Safety Education Divisions:**

- 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; conduct and review performance evaluations; 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 alternative 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.
- Respond in a timely and positive manner to complaints and requests for information.
- 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.
- Value diversity within the division and having a strong commitment to promoting an inclusive work environment.
- 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.
- 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 recommend corrective action as necessary to resolve complaints; answer questions and provide information to the public.
- Meet with citizen groups, organizations, contractors, architects, engineers and developers; conduct oral presentations and provide information on fire codes and fire prevention.
- Review construction documents in relation to fire prevention laws and codes.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective July 2000*

*Revised July 2002 (Range Changed)*

*Revised June 2003 (Range Changed)*

*Revised April 2006 (included new Assistant Chief over Fire Prevention and Public Safety Education Division responsibilities)*

*Revised March 2009 (updates to Examples of Duties)*

*Revised September 2010 (update job duties)*