
CITY OF FRANKLIN
Job Description

Job Title: Assistant Fire Chief

Department: Fire

Appointing Authority: Fire Chief/Fire & Police Commission

Reports To: Fire Chief

Salary Level: Salary Grade IX

FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: July 2014

Approved By:

GENERAL PURPOSE

Assists the Fire Chief in planning, organizing and directing all Fire Department operations. Areas of accountability include employee training and development, safety and employee relations. Will assist Chief in labor relations; budget development; fiscal oversight; public relations; and the development and maintenance of standard operating procedures. Assumes command of the Franklin Fire Department in the absence of the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees all department operations including suppression, prevention, special teams, and EMS.
- Performs highly responsible duties serving as a confidential staff advisor to the Fire Chief, recommending, implementing and enforcing policies.
- Develops and manages the Fire Department's training programs, including curriculum, schedules, and employee records. Ensures that professional standards are met and maintained. Develops employee career development programs.
- Assists the Chief in day-to-day fiscal oversight of the Department's budget.
- Coordinates the Department's public education and fire education programs. Assists with public relations for the Fire Department

- Recommends and prepares plans for Fire Department goals and objectives for short and long-term planning.
- May advise and or assist Fire Chief in conducting performance evaluations; ensures effective employee communications; reviews complaints and grievances; investigates accidents, complaints, and grievances; may administer discipline and adjusts grievances of employees.
- Assist the Fire Chief with developing and maintaining standard operating guidelines for emergency response, code enforcement, and fire prevention.
- Positively represents the Fire Department at civic and public venues, attends City Council meetings as needed, and represents the Department on commissions or committees as assigned.
- Determines how to deploy personnel during periods requiring special Fire Department response.
- Assumes the duties and responsibilities of the Fire Chief in his or her absence.
- Supervises the maintenance of personnel records on sick leave, vacation, shift exchange, disciplinary actions, accident and injury reports, training and such other department forms as needed.

PERIPHERAL DUTIES

- May be assigned responsibilities of shift commander.
- Perform the duties of subordinate personnel as needed.
- Attends conferences and meetings to keep abreast of current trends in the field; represent the City Fire/EMS Department in a variety of local, county, state and other meetings.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelors Degree in fire science or a closely related field such as public safety or public administration. Successful completion of WI Emergency Medical Technician and Fire Officer I courses; five (5) years of experience as a Chief Officer (Battalion Chief or higher) (or ten (10) years of fire service experience may be considered); and completion of the State of Wisconsin Fire Officer Certification Program.

Necessary Knowledge, Skills and Abilities:

Extensive knowledge of modern fire suppression and prevention and emergency medical service principles, procedures, techniques, and equipment.

Knowledge of required and desired employee training and development programs for fire service personnel.

Knowledge of performance evaluation principles and techniques; labor contract administration; employee complaint investigation and resolution; employee communications; general human resources management.

Knowledge of budget formation and fiscal administration.

Ability to create and carry out short and long-term plans.

Ability to use office software and hardware.

Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines, policies, and regulations.

Ability to train, supervise, and lead subordinate personnel.

Ability to perform work requiring good physical condition.

Ability to effectively communicate in writing and verbally.

Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.

Ability to make independent judgments, which have highly significant impacts on the organization.

Ability to meet the special requirements listed below.

SUPERVISION RECEIVED

Works under the general supervision of the Fire Chief.

SUPERVISION EXERCISED

Supervises subordinate personnel per department chain of command and office personnel. Coaches and counsels employees regarding job performance. Evaluates job performance. Issues discipline when appropriate.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

- Valid WI driver's license.
- Valid Wisconsin EMT License.
- Maintain Wisconsin Fire Officer certification.

TOOLS AND EQUIPMENT USED

Personal computer and associated software, including specialized fire operations software; and standard office equipment. Occasionally may use tools associated with Firefighter/EMT's: camera; power tools; hand tools; chain saws; shovels; brooms;

ladders; exhaust fans; automobile; fire truck; ambulance; patient restraints; first aid equipment; oxygen; electronic test equipment; defibrillator; general medical equipment; patient lifting devices; breathing apparatus; steel tip boots; hearing and eye protection; firefighting clothing; Thermal imaging equipment; hazardous atmosphere metering equipment; and hazardous chemical clothing.

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.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and or move up to 10 pounds and occasionally lift and or move up to 130 pounds. Specific vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting, with occasional travel required in the local area. Employee will be required to report to emergency scenes.

The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes.

Job Responsibilities Related to Patient Privacy

The Employee shall protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Assistant Chief may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Assistant Chief may only share such information with those who have a need to know specific patient information they have in their possession to complete their job responsibilities related to treatment, payment or other fire department operations.

The Assistant Chief is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and

procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer or the Director of Administration.

The duties listed above are intended only as illustrations of the various types of work that may be 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.

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.