

SPRINGFIELD FIRE DEPARTMENT

Series 100

Title:	Assistant Fire Chief Job Description	103
Category:	Organization	7/2017

ASSISTANT FIRE CHIEF'S APPOINTMENT

The assistant fire chief shall be appointed by the fire chief.

DUTIES & RESPONSIBILITIES

- May serve as acting fire chief in the absence of the fire chief.
- May serve as liaison or representative of the department with other city departments, outside agencies, groups, businesses, and private citizens.
- Delegate such authority as deemed necessary for the efficient operation of the department to be exercised under the fire chief's direction and supervision.
- Supervise the enforcement of all laws and ordinances within the legal jurisdiction of the fire department.
- Administer and enforce rules, regulations, and special emergency directives for the discipline and disposition of the department and its personnel.
- Assist the fire chief in the development and implementation of goals, objectives, policies and procedures, and priorities of operations.
- Assumes command or functions in a leadership role for fires or other significant incidents.
- Maintain the department's Standard Operational Guidelines (SOG).
- Develops and implements programs for public education in the area of fire protection and prevention.
- Performs related work as assigned by the fire chief.
- Follows the firefighter's job description.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A comprehensive knowledge of fire administration and management principals.
- The ability to manage economically and efficiently.
- The ability to plan and direct varied operations.
- The ability to manage emergency situations.
- The ability to work effectively with public officials and the general public.

MINIMUM REQUIRED EDUCATION AND TRAINING

- High school graduate or GED equivalent.
- Five (5) years of experience in fire service, two (2) of which must be at the rank of captain.
- Completion of the Michigan Firefighters Training Council Firefighter II, Fire Officer III, Hazardous Materials Operations preferred. Michigan Department of Public Health Medical Responder, Automatic External Defibrillator, and Cardiopulmonary Resuscitation.