

ASSISTANT FIRE CHIEF

JOB DESCRIPTION

Classification Responsibilities: An Assistant Fire Chief supervises, leads, and directs the activities of one or more of the divisions in the Mesa Fire and Medical Department. Assistant Fire Chiefs participate in planning, developing policy, and resolving departmental problems and issues within the department as a whole and their area of assignment; are responsible for fiscal management; and represent the Fire Chief and the department in various situations. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class reports to and receives general supervision from the Fire Chief who reviews and evaluates work performance through conferences, reports, and overall results achieved. This class is distinguished from the lower-level Battalion Chief class by the direct responsibility for the function of a division within the Mesa Fire and Medical Department, which involves a considerably greater level of decision-making and scope of managerial and administrative duties performed. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree and ten consecutive, current years of firefighting or other sworn experience with the Mesa Fire and Medical Department. Two years as a Mesa Battalion Chief on shift, or administrative assignment as a Division/Deputy Chief.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE). Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Experience in one or more of the Battalion Chief administrative assignments (Division/Deputy Chief or Shift Commander) is preferred.

ESSENTIAL FUNCTIONS

Communication: Establishes and maintains effective working relationships with staff, City officials, other fire departments, outside agencies, and the general public. Explains and interprets rules, policies, regulations, practices, and actions of assigned division for the general public and City employees. Advises the Fire Chief and appropriate staff officers of issues in designated areas of staff authority and of the progress made in areas of responsibility. Prepares and reviews the following: division budget recommendations, administrative studies of management issues, strategic and operational plans,

accreditation requirements, program proposals, policies and procedures, statistical and other reports on department programs and activities, and recommendations regarding performance ratings and disciplinary actions.

Manual/Physical: Attends various meetings and represents the Mesa Fire and Medical Department and/or section. Observes, inspects, and monitors the behavior and performance of office and field personnel to determine and maintain compliance with departmental standard operating procedures. Responds to large-scale, high profile emergency scenes when designated as Duty Chief. Operates fire vehicles (examples: automobiles, fire apparatus, and heavy construction equipment), requiring a standard Class D Arizona Driver's License to perform normal and emergency-level firefighting duties.

Mental: Comprehends and makes inferences from written material (examples: departmental standard operating procedures, City Personnel Rules, City codes, fire codes, ordinances, applicable state laws, accreditation documents, reports, and administrative studies) to: identify and resolve operational and procedural problems; formulate programs and plans for maintaining departmental efficiency and responsiveness; make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel needs and resource availability; and to evaluate if existing programs meet the needs of the public. Supervises and evaluates the work of assigned personnel. Controls expenditures and prepares the budget for an assigned division.

Knowledge and Abilities: (*Common to all assignments*)

Knowledge of:

the principles and practices of effective fire and life safety and public administration, with special reference and attention to policy, personnel, and budget administration and fire and life safety services and operations planning and organization;
the fire codes, City ordinances, and state laws applicable to fire and life safety services and operations;
all-risk public education program elements and practices;
modern management techniques, supervisory and leadership practices, and evaluation methods;
governmental organization and management objectives;
the principles and methods of budget preparation and monitoring;
the facilities, equipment, and personnel needed to provide fire department services;
Incident Command including firefighting tactics and strategy, fireground factors, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire stream management, communications, hazardous materials, special operations, fireground safety, and major medical operations;
the chemistry and effects of fire on various types of building construction and materials; and
progressive approaches to employee relations programs.

Ability to:

work cooperatively and develop partnerships with employee groups, outside agencies, and other elements of the community;
supervise and evaluate the work of staff and assigned work teams;
provide leadership to assigned supervisors through planning, organizing, motivating, providing work-

related challenges, and evaluating objectively;
deal persuasively and effectively with property owners and the general public;
think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations;
react to emergency situations quickly and calmly to adopt effective courses of action, giving consideration to surrounding hazards and circumstances;
assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time; and
express ideas, clearly and concisely, both verbally and in writing.

Other Knowledge and Abilities: *(Depending upon assignment)*

Knowledge of:

the learning process, and the theories, principles, techniques, and aids which may be used in fire and life safety training programs;
the elements and components of an effective fire department Human Resource Management program;
communications operations affecting fire dispatching;
disaster preparedness, and management and recovery practices;
fire apparatus, equipment, building construction, and building maintenance functions;
basic technical services requirements for hardware and software applications in the Mesa Fire and Medical Department;
the laws and ordinances pertaining to fire prevention, arson, and the City's building codes;
techniques for planning and delivering all-risk public education;
the theories, methods, and practices of fire investigations; and
the rules, regulations, procedures, and laws governing the arrest and processing of arson suspects.

Ability to:

manage complex policy issues and projects relating to Mesa Fire and Medical Department service delivery and support functions;
work with the Police Department in coordinating Mesa Fire and Medical Department dispatch services;
review and approve communication operation changes affecting Mesa Fire and Medical Department dispatching;
review and approve training manuals provided to the Public Safety Dispatchers handling fire and emergency medical calls;
provide administrative direction to, and review the recruitment and training of, Firefighter - Recruits, new Firefighters, and the balance of the workforce;
work with the Personnel Office directly, and through an assigned Battalion Chief, in developing and administering entry-level and promotional examinations;
lead and manage human resources in a positive, productive, and effective manner;
work cooperatively with the business community to enhance overall levels of fire and life safety in the community;
manage significant emergency and disaster situations;

enforce laws, codes, and ordinances relative to new building construction;
serve as the Mesa Fire and Medical Department representative on various local, regional, and national committees;
supervise plan review and public education as it relates to the Mesa Fire and Medical Department; and
work with the state Fire Marshal, state Attorney General, the League of Cities, and other government entities in developing policy proposals for how the City will interpret and meet proposed or new rules, regulations, and laws.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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NF/ah

CS5902.DOCX

EEO-O/A

JOB FCTN-PUB

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: E14

IND-7710

SWORN-Yes

Non-DOT Random-N

DOT-Y **(By Assignment)**

INCREMENTS E08-E21