

City of Fort Worth, Texas Job Description

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| Classification Title | Fire Assistant Chief | | |
| Job Code: | 1027 | Job Family: | Fire |
| Pay Grade | Y08 | Date Reviewed: | 09/30/15 |
| FLSA Status | Exempt | Date Revised: | |

GENERAL SUMMARY

Plans, organizes and directs activities in a major division of the Fire Department; directs and supervises division personnel and assume responsibility for efficient and effective administration of assigned programs in Fire Fighting, Fire Prevention, or Fire Support Services; and performs work in accordance with established policies of the Fire Department and reviews for results obtained.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Plans, organizes, directs and evaluates work of the division to which assigned.
2. Directs fire fighting/incident operations when required.
3. Supervises the dispatching of fire alarms and the in-service training program for members of the department.
4. Plans division operations with respect to equipment, apparatus, and personnel required and supervises implementation of such plans.
5. Trains staff members in activities of the division.
6. Administers employee evaluation program.
7. Participates in the development of departmental policy.
8. Prepares division budget and controls expenditures.
9. Coordinates division work with other divisions and other private and public agencies, addresses civic and other groups on the activities and programs of the Fire Department.
10. Investigates citizen complaints.
11. Supervises maintenance of records pertaining to personnel, research, reports and training.
12. Acts for the Fire Chief in his absence.
13. May be required to operate motor vehicle.

14. Performs other duties as required.
15. Adheres to assigned work schedule as outlined in the Department and the City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
16. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Laws, ordinances, rules and regulations pertinent to Fire Department activities.
 - Principles and practices of fire safety, fire prevention, and inspection techniques.
 - Principles and practices of firefighting; fire training practices and techniques.
 - Principles and practices of fire administration and supervision.
 - Principles and practices of National Incident Management System (NIMS).
- **Skill in:**
 - Communication, both in written and verbal forms.
 - Reading and interpreting blueprints and maps.
 - Observation.
 - Incident management techniques.
 - Application of first aid and resuscitation techniques.
- **Ability to:**
 - Plan, assign, and supervise the work of subordinate staff.
 - Evaluate emergency/non-emergency incidents.
 - Use sound judgment and react calmly under emergency conditions; plan, assign, direct, review and supervise large scale operations involving personnel and fire fighting equipment under emergency conditions.
 - Work long hours during extended incident operations.
 - Express oneself clearly and concisely, orally and in writing.
 - Establish and maintain effective working relationships with others.
 - Keep records and make reports.

MINIMUM JOB REQUIREMENTS

High school diploma/GED and five years' experience with the City of Fort Worth Fire Department and must be at least fire officer level.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

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.

Normally inside working conditions, possible exposure to all extremes of the environment; possible exposure to toxic and nontoxic noxious odors, fumes, dust, mists, gases. Possible exposure to extreme heat from fire; possible exposure to all other hazards of fire fighting or incident operations

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.

Position normally requires full use of sight, hearing, speech, arms, hands, legs and feet; lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more; able to maintain body equilibrium when climbing and working on slippery surfaces.