



CITY OF MILLS FIRE DEPARTMENT JOB DESCRIPTION

ASSISTANT FIRE CHIEF

JOB SUMMARY:

The Assistant Fire Chief assists in the direction, management, and oversees the activities and operations relating to the fire department including fire suppression, hazardous material mitigation, fire prevention and education, emergency medical services, and administrative support services; to coordinate assigned activities with other City of Mills fire departments and outside agencies; and to provide administrative support to the Fire Chief. Receives direction and reports directly to the Fire Chief.

ASSISTANT FIRE CHIEF ESSENTIAL DUTIES:

- Exercises strategic direction and supervisory authority as delegated by the Fire Chief
- Assists in Managing the development and implementation of Fire Department goals, objectives, training, policies, and priorities for each assigned service area; establish, within City Policy, appropriate service and staffing levels; allocate resources accordingly.
- Represents the fire department to other City of Mills departments, elected officials, outside agencies, the public, community groups, and professional organizations.
- Assist in selection, training, motivation and evaluation of fire department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Plan, direct and coordinate, through subordinate level personnel, the fire department's work plan; meet with department officers to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Perform Fire Inspections and assist in building inspections, new construction and old construction.
- Manage parts of and participate in the development and administration of the fire departments budget; direct the forecast of additional funds needed; direct the monitoring of and approve expenditures of the fire department; direct the preparation of and implement budgetary adjustments as necessary.

- Coordinate fire departments activities with those of other departments and outside agencies and organizations; provide staff assistance to the Chief.
- Participate and attend meetings; stay abreast of new trends and innovations in the fields of municipal fire prevention, suppression, community risk reduction, education, and emergency medical services as needed.
- Follow all City of Mills safety procedures and policies as in place.
- Performs other duties of a similar nature or level.
- May require occasional shift supplemental coverage or On-call duties.

KNOWLEDGE:

- Operational characteristics, services and activities of a comprehensive municipal fire department program.
- Applicable Federal, State, Local and County government codes, rules and regulations relating to the various aspects of fire department management.
- Administrative principles and practices, including goal and objective development, work planning and employee supervision.
- Concepts and principles of the National Incident Management System (NIMS).
- Modern and complex principles and practices of program development and administration.
- Advanced principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles, practices, methods and techniques of modern life safety, fire suppression, fire prevention, Fire Inspections, rescue and emergency medical services.
- Emergency management and planning.
- Operation, maintenance, and uses of firefighting apparatus and equipment.
- Fire behavior and firefighting strategy and tactics.

Ability to:

- Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Provide administrative and professional leadership and direction for the fire department.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire and EMS services.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State, and Local policies, procedures, laws and regulations.
- Assess organizational culture to facilitate implementation of change.
- Provide leadership and direction to all employees

SKILLS:

- Assist in the preparation and administration of the fire department budget
- Allocate limited resources in cost effective manners
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise reports when needed and requested
- Technical writing skills
- Operating modern office equipment, software, and operating systems/applications.
- Oral and written communication, sufficient to exchange or convey effective information
- Training/ recruitment coordinator for all members of the department
- Time management

PHYSICAL REQUIREMENTS:

The position of Assistant Fire Chief typically requires: stooping, kneeling, crouching, reaching, standing, walking pushing, pulling, lifting, and grasping, talking, hearing, seeing, and repetitive motions.

Moderate work: Exerting up to 75 pounds of force occasionally and/or up to 25 pounds of force frequently, and/or negligible amount of force constantly to move objects.

TRAINING AND EXPERIENCE:

- Five years of experience in an organized fire department AND/OR
- Strong management and administrative qualities
- Strong background with working with mutual aid fire departments
- Enrollment into the NFA EFO Program
- FEMA STICO, DEMICO and PICO

LICENSING AND CERTIFICATION REQUIRMENTS:

Possession of, or ability to obtain, a valid Wyoming Driver's License.

FFI, FFII, FOI and Red card.

Pass a physical, drug testing and background

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the current needs of the department and City of Mills. This position is a full-time position with the City of Mills with full benefits.

Retirement benefits are offered the State of Wyoming Retirement System, Municipal Fire Fighters Pension.