



## JOB DESCRIPTION

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|---------------------------|----------------------|-----------------------|------------------|
| <b>POSITION:</b>          | Assistant Fire Chief | <b>JOB CODE:</b>      | Asst. Dept. Head |
| <b>DEPARTMENT:</b>        | Fire                 | <b>FLSA EXEMPT:</b>   | Yes              |
| <b>REPORTS TO:</b>        | Fire Chief           | <b>CIVIL SERVICE:</b> | No               |
| <b>SUBJECT TO RECALL:</b> | Yes                  | <b>PAY RANGE:</b>     | B                |

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### FUNCTION:

Under administrative direction, plans and directs the functions of the Fire Department. The work requires initiative and independent judgment in routine and emergency situations. Assumes operational responsibilities of the department in the absence of the Fire Chief. The Assistant Fire Chief is the Assistant Fire Marshal for the City of Bryan and as such is responsible for the duties of the Fire Prevention Bureau.

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### SUPERVISES:

Captains, Lieutenants, and Firefighters

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### EQUIPMENT USED:

Emergency response vehicles, fire apparatus, medical equipment as authorized, fire suppression and rescue equipment and tools as authorized, photographic equipment, computers, office equipment, and communications equipment.

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### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Is part of the department's senior management team.
- Is responsible for the general management of all fire department operations.
- Recommends appointments, promotions, suspensions and termination.
- Initiates disciplinary actions within the department.
- Enforces applicable municipal, state, and federal codes and NFPA and ICC codes and standards.
- Knowledge of local and national fire codes, knowledge of building construction and fire behavior.
- Conducts plan reviews of new construction projects within the City of Bryan.
- Must be knowledgeable of City of Bryan Fire Department Administrative Regulations and Standard Operating Guidelines.
- Assist with the department safety program. Determines, monitors, and corrects safety issues within the department.
- Manages ISO rating process.
- Specifies and recommends the purchase of fire suppression and rescue apparatus and equipment.
- Develops a budget for assigned section and assists with overall budget administration.



- Manages department equipment; personal protection equipment, turnout gear, pagers, and radios.
  - Ensures that all department equipment and vehicles are maintained and tested as required.
  - Shall work as a team leader and/or incident commander under stress caused by emergencies, danger, or criticism.
  - Must be able to supervise emergency personnel during emergency and non-emergency situations and have the ability to motivate and manage people.
  - Responds to fire and rescue calls and mitigates the incident in compliance with the department SOG's and Administrative Regulations on a scheduled and unscheduled basis.
  - Functions as Incident Commander or Sector Officer.
  - Safely operates fire department apparatus and equipment.
  - Assesses and coordinates resources and personnel to facilitate safety.
  - Supervises firefighters, firefighting teams, and rescue teams during emergency and non-emergency operations
  - Responds to emergencies on apparatus as needed.
  - Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.
  - Investigates causes of fires.
  - Shall generally be available for off-hour meetings, phone calls and special assignments.
  - Shall attend extra training as required for the position.
  - Performs other duties assigned or are apparent.
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#### **ENTRY REQUIREMENTS AND SKILLS:**

- Associates Degree in Fire Science or equivalent.
  - 5 years of consecutive service as Lieutenant or Captain.
  - Possess and maintain an Ohio Firefighter II Certification.
  - Possess and maintain a Hazardous Materials - Technician Level Certification.
  - Possess and maintain a State of Ohio Emergency Technician - Basic Certification/License.
  - Possess and maintain a State of Ohio Fire Training Instructor Certification/License.
  - Possess and maintain a State of Ohio Fire Safety Inspector Certification/License.
  - Possess and maintain a State of Ohio Underground Storage Tank Inspectors Certification/License.
  - Shall have completed Fire Officer I program.
  - Shall have completed Fire Officer II program.
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#### **REQUIRED SPECIAL QUALIFICATIONS:**

- Shall possess, and maintain, a Valid Class D Operators License issued by the State of Ohio.
- Shall possess, and maintain, minimum vehicle insurance on their personal vehicle as required by the State of Ohio.



## **WORKING CONDITIONS:**

### **Facility and Work Area:**

- City of Bryan Fire Department Response Area and City of Bryan Fire Station(s)

### **Physical and Environmental Characteristics:**

- Performing firefighting tasks (e.g. hoseline operations, extensive crawling, lifting carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Wearing an SCBA, which includes a demand valve-type positive pressure facepiece or HEPA filter mask, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of PPE including SCBA.
- Climbing 4 or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing an additional 20 to 40 lb.
- Wearing fire protective ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102<sup>0</sup>F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb to safety despite hazardous conditions and low visibility.
- Advancing water-filled hoselines up to 2.5 in. in diameter from fire apparatus to occupancy (approximately 150 ft); can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark, tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
- In addition to general firefighting duties, firefighters will be required to respond and mitigate Hazardous Materials events, perform Technical Rescues, render first-aid, and support other emergency response departments. These tasks shall require members to



wear or utilize specialized PPE that can increase weight, environmental isolation, sensory deprivation, and/or dehydration potential above levels experienced with standard fire suppression PPE.

- Performs any other task assigned by the Fire Chief.