



37.5 Hrs.		Assistant Fire Chief		Job Description	
<b>Direct Report</b>	Fire Chief	Grade	K	\$81,076 to \$100,808 Expected hiring range \$81,076 - \$89,515 (plus educational incentives)	
<b>Department</b>	Public Safety	FLSA	Non-Exempt		
<b>Division</b>	Fire	Bargaining Unit	Non- Union		
<b>Date</b>	October 2015	Location	Fire Station – Main Street		

### Summary

In conjunction with the Fire Chief, responsible for supervising the operations, and personnel of the Fire Department to include the protection of life and property in fire suppression, emergency medical services, and emergency management operations. Further responsibilities include but not limited to; department training, job performance evaluation, policies and procedures, attendance, and safety issues.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exercise general supervision over Fire Department personnel to include the management of staffing, emergency response, public relations, and firefighter safety.
2. In combination with the Fire Chief, develop annual operating budget.
3. Develop and update the Department's Standard Operating Procedures in conjunction with the Fire Chief and enforce departmental rules, regulations, work methods and procedures.
4. Oversee all Fire Department training; such as developing a curriculum, scheduling, and supervising all department officers conducting such training.
5. Act on behalf of the Fire Chief when the Chief is absent or is serving as the Emergency Manager during an Emergency Operations Center incident.
6. Assist with emergency management as directed by Chief.
7. Enforce and act in accordance with all appropriate Federal, State and local laws, codes and regulations, including the State Fire Code and Department, rules and regulations, policies and Standard Operating Guidelines (SOGs).
8. Meet with elected or appointed officials, other Fire, EMS officials, Emergency Management, community and business representatives and the public on all aspects of the Departments' activities.
9. Attends conferences and meetings to keep abreast of current trends in the field; represent the Fire, EMS Departments and Emergency Management, in a variety of local, county, state and other meetings.
10. Performs and schedules fire prevention and training activities.
11. May respond to emergency calls.
12. Assists in developing, recommending and implement department goals and objectives, policies and procedures; ensures compliance with all applicable laws, rules, codes and regulations.
13. Oversees the maintenance of all Town fire stations; assigns inspections and other work to shift commanders.
14. Responds to public inquiries, requests, complaints; provides resolution or refers to the Fire Chief; interacts with subordinate supervisors.

**Peripheral Duties** Serves on employee committees as required.

**Competencies**

Personal Effectiveness	Credibility / Confidentiality	Thoroughness
Collaborative Skills	Communication Proficiency	Flexibility
Ethical Conduct	Project Management	Problem Solving/Analysis
Computer Proficiency	Budget Analysis and Management	Record Keeping
Functional Reasoning	Mathematical Aptitude	Situational Reasoning

**Supervisory Responsibility**

Supervises all full-time-equivalent employees in such position titles as Fire Officers, Captain, Lieutenant and Firefighter, Supervisory activities include establishing work procedures and performance standards, providing performance feedback, conducting formal performance reviews, interviewing, selection and orientation of new employees, acts on employee problems, and providing training and development.

**Travel**

Little to no travel is expected for this position with the exception of specialized training and conferences.

**Minimum Qualifications**

1. Bachelor's Degree in Fire Science, Paramedic Science, Emergency Management Science and or Nursing and;
2. 5 years supervisory experience or an Associate's degree in Fire Science Paramedic Science, Emergency Management Science, Nursing and;
3. Nationally Registered Emergency Medical Technician or Massachusetts Registered Emergency Medical Technician at the Basic level or higher.
4. Ten years of progressively responsible fire-fighting experience or;
5. Any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job.
6. Position requires the possession of a valid Massachusetts driver's license.

**Work Environment**

When responding to emergency calls it is likely that work is performed with exposure to outside weather extremes (cold, or excessive heat), temperature extremes (within a building), loud noise, and is exposed to hazardous and dangerous conditions including fire, infectious disease, and fumes/gases/toxic chemicals. The employee works around moving mechanical parts and can also operate in confined, cramped quarters.

**Tools and Equipment**

The employee is required to use a personal computer and general office equipment, as well as non-motorized tools and equipment including axes, pry bars, wrenches and breathing apparatus. Power tools such as saws, drills, extrication tools, water pumps and fans, alarm panels and radios are used. The employee may be required to operate fire apparatus including engines and ladder truck as well as a Massachusetts Class D motorized vehicle; other vehicles that may be used include a pickup truck, and ambulance. Other equipment used includes trailers, air packs, air compressors, and generator systems.

**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.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Hours**

This is a full-time position with typical 37.5 hours per week. Work week will be assigned by the Fire Chief and will be Monday through Friday between the hours of 7:30 AM to 7:00 PM. Emergency incidents, special projects, committee assignments and training will require hours and days outside this range.

**Additional Knowledge, Skills and Abilities:**

1. Knowledge of the operational characteristics, services and activities of a fire suppression, emergency management and emergency medical program.
2. Knowledge of principles and practices of comprehensive fire services, municipal budget preparation and control, and employee supervision and training.
3. Knowledge of pertinent Federal, State, and local laws, codes, rules, regulations, policies and department Standard Operating Guidelines.
4. Ability to select, supervise, train, and manage and coordinate the work of staff.
5. Ability to work effectively under dangerous and high stress conditions.
6. Ability to operate modern office equipment including a computer terminal and associated software (e.g. word processing, spreadsheet, and database applications).
7. Ability to communicate clearly and concisely, both orally and in writing; prepare clear and concise reports.
8. Ability to establish and maintain effective working relationships with those contacted in the course of work.
9. Ability to maintain mental capacity which permits; exercising sound judgment and rational thinking under dangerous circumstances; evaluating various options and alternatives and choosing an appropriate and reasonable course of action; demonstrating intellectual capabilities.
10. Ability to maintain effective audio-visual discrimination and perception needed for; making observations; reading and writing; operating emergency fire equipment and communicating with others.
11. Ability to effectively deal with personal danger which may include; hazardous chemicals and materials; dangerous firearms; intense heat; electrical hazards; hazards of emergency driving; hazards associated with fire-fighting; natural and man-made disasters.
12. Ability to maintain physical condition which permits; running, walking, standing or sitting for extended periods, crouching or crawling during emergency operations; moving equipment and injured/deceased persons; climbing stairs/ladders; performing life-saving and rescue procedures; operating equipment including emergency fire vehicles and ambulance.
15. Ability to perform data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

- 16. Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Requires the ability to persuade, convince and train others. Requires the ability to advise and interpret regarding the application of policies, rules, regulations, procedures and standards to specific situations.
- 17. Ability to operate, equipment, machinery and tools such as computers and specialized computer equipment, , power tools, radios and communications equipment, fire-fighting tools and equipment, electronic meters, SCBA gear, power saws, defibrillator and/or related materials used in performing essential functions.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs

The Town of Reading is an equal opportunity employer

**Signatures**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_