

SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

REVISED: 08/18/16

TITLE: Chain of Command

POLICY: # 104

APPLIES TO: All Personnel

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Assistant Chief / Operations

Identification

Position Title: Assistant Chief
Immediate Supervisor: Fire Chief

Job Summary

Provides assistance in overall administrative management of District operations, with direct management responsibility of the District's operations division. Provides management in emergency and non-emergency situations. Serves as commander for significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents. Indirectly supervises 3-7 employees and approximately 20-30 during emergency operations. Serves as a member of the District's management team in recommending, development, and administration of policies, guidelines, and District budget.

Minimum Requirements

- Associate's Degree in Fire Science or equivalent education and experience.
- Seven (7) years in a municipal fire department or fire protection district providing both fire protection and emergency medical services, with four (4) years of supervisory and managerial experience.
- Firefighter I and II - Missouri Certified
- Fire Officer I and II - Missouri Certified
- NIMS ICS training
- EMT
- Missouri driver's license
- Must establish Fire District residency within ninety (90) days upon completion of the ninety (90) day probationary period.

Duties and Responsibilities

- Directly responsible for operations of fire and emergency operations. Directs operations for fire suppression, rescue and other services provided by the District.
- Directly responsible for all records and record keeping pertaining to the operations division.
- Provides leadership and personnel management for District personnel. Makes recommendations concerning discipline and termination.

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- Ensures understanding, compliance, and support with District Policies and Standard Operating Guidelines for District personnel.
- Responds to, as well as serves as Incident Commander for, significant fire, emergency medical, rescue, hazardous materials, and emergency management incidents.
- Ensures continuity of company operations to ensure effective operations of the District resources.
- Performs various administrative duties, including completing evaluations, conducting scheduling, reviewing reports, and preparing memorandums and correspondence of the District.
- Serves as a member of the District's management team regarding Policies, Standard Operating Guidelines, and budgetary issues.
- Interacts with other departments, districts, cities, and committees.
- Instructs and trains personnel in District operations, management changes, and new guidelines.
- Manages the allocation of resources, including personnel, equipment, and apparatus for the continuing operation of the District.
- Maintains skills in all operation areas of a lower rank within the District.
- Manages one or more administrative areas in the operation of the District.
- In the absence or incapacitation, for any reason, of the Fire Chief, the Assistant Chief of Operations shall assume control of the Fire District and perform duties and exercise the power incidental of the office of the Chief in such order or presence as may be indicated.
- Performs all other related duties as assigned.

Skills, Knowledge and Abilities

- Skills in modern fire suppression and emergency medical service activities, rescue operations, hazardous materials, fire prevention and education, incident command, apparatus maintenance, leadership and management.
- Skills in the operation of modern fire and emergency medical service equipment and apparatus.
- Skills in leadership, human behavior, written and oral communications, community relations, motivational techniques, management and incident command.
- Knowledge of District Standard Operating Guidelines, Policies, conduct, record keeping, street locations, hydrant systems, water distribution systems, District, city and county codes, rules, and regulations.
- Ability to follow verbal and written orders, and conduct verbal and written communications, and make immediate and informed decisions during emergency incidents.
- Ability to interact professionally with subordinates, superiors, public and outside associates in a positive manner.

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- Ability to effectively lead, supervise, and train Fire District personnel in emergency and non-emergency operations, to accomplish the mission of the District.
- Ability to utilize and understand computers and modern technology associated with the operation of the District.

- Knowledge of management principles, leadership styles, and administrative procedures.
- Knowledge of budgeting procedures and specification preparation for the purchase of apparatus, equipment, and supplies.
- Ability to perform all physical tasks necessary to complete all of the above duties in both emergency and non-emergency situations.