

## **ASSISTANT FIRE CHIEF**

**JOB SUMMARY:** As a chief firefighting official for the City of Jenks, the Assistant Fire Chief performs work in fire suppression, emergency medical response, rescue, hazardous materials response, and other related work as required. The Assistant Fire Chief provides support and assistance to the Fire Chief in the direct oversight of the management and operation of the Jenks Fire Department. Work is physically demanding and performed under emergency and non-emergency conditions. This work may be very hazardous at times and pose considerable personal risk to the Assistant Fire Chief. The Assistant Fire Chief reports to the Fire Chief.

### **MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Assist with Fire Marshal and Fire Code Official duties.
- Effectively exercise direct technical and functional supervision over firefighters, fire officers, and technical and clerical staff in the Fire Department. The Assistant Fire Chief assists in the selection, hiring, training, evaluation, disciplining, and supervision of departmental personnel.
- Maintain productive and effective working relationships with the local union.
- Assist in-the operation of the City's Emergency Operations Center
- Possess a working knowledge of the adopted International Fire Code, NFPA Codes, the Jenks Municipal Code and Jenks personnel policies and other applicable codes, ordinances and statutes. Make recommendations for updates/modifications to same as needed.
- Perform all duties in a manner that complies with any applicable Federal and State law or local ordinance.
- Respond to major field emergencies and alarms and perform command or fire suppression functions, including firefighting, rescue operations, deploying and operating hoses, ventilating roofs and performing salvage work after fires.
- Administer emergency medical services to injured and ill persons if needed as a first responder.
- Assist in the development and administration of standard operating guidelines and rules and regulations for the Fire Department.
- Provide training and continuing education for Fire Department members.
- Assist in managing the administration of the fire department, fire systems, inspection, training, suppression and prevention functions, and public education.
- Assist in the establishment of short and long-range departmental priorities, goals, and objectives.
- Assist in the establishment and maintenance of short and long-range financial plans and strategies.
- Prepare and manage departmental budget.
- Assist in the development of capital improvement programs.
- Assist in Evaluating and making recommendations about new apparatus, tools, and equipment.
- Assist in the preparation and implementation of the Fire Department's disaster plan.
- Meet with citizens and other groups regarding fire and public safety matters.
- Performs the duties of the Fire Chief in his/her absence.

### **ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- Possess a level of computer proficiency necessary to operate computer software associated with fire safety and department administration.
- Prepare and submit fire reports and other technical and/or operational reports, as requested-
- Participate in continuing education and other required training programs; maintain all training levels as required
- Prepare and make policy recommendations to the Fire Chief.
- Attend various meetings and prepare communication to the City Council, as requested.
- Adhere to policies and procedures and standard operating guidelines
- Perform other duties as assigned by the Fire Chief.

## **MINIMUM AND PREFERRED QUALIFICATIONS:**

- United States Citizen by birth or naturalization OR a permanent resident.
- Associates' degree from an accredited college or university in Fire Management, Public Administration, Business Administration, Behavioral and/or Applied Sciences, or a related field, or equivalent experience which demonstrates the ability to perform effectively in management and the firefighting field.
- Bachelor's degree from an accredited college or university in Fire Management, Public Administration, Business Administration, Behavioral and/or Applied Sciences, or a related field preferred.
- Minimum six years' of progressively responsible firefighting experience (at least three (3) years of which is as a paid firefighter.
- Minimum of two (2) years' of supervisory leadership experience.
- Demonstrated strong leadership and interpersonal skills with excellent written and verbal communication skills
- Valid Oklahoma Driver License, or the ability to obtain one within six (6) months of hire date, with acceptable driving record.
- Ability to pass physical agility test and Oklahoma Firefighter's Pension physical.
- Ability to pass extensive background check and drug screening.

## **WORKING ENVIRONMENT & ESSENTIAL FUNCTIONS**

The primary duties of the Assistant Fire Chief are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the Assistant Fire Chief to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the Assistant Fire Chief to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the Assistant Fire Chief to operate equipment used in firefighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the Assistant Fire Chief to perform all duties involved in protecting life and property.