

CITY OF NEW AUBURN JOB DESCRIPTION

POSITION TITLE: 1st Assistant Fire Chief

SUPERVISOR: Fire Chief

PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to assist the Fire Chief in performing a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention and suppression to prevent or minimize the loss of life and property by fire.

RESPONSIBILITIES:

- ◆ May act as Fire Chief during absence of Fire Chief, as assigned.
- ◆ To see that all equipment is kept in proper working order including periodic inspections.
- ◆ Responds to alarms and may direct activities at the scene of major emergencies.
- ◆ Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- ◆ Participates in fire drills and classes in firefighting, hazardous materials, and related subjects.
- ◆ Presents programs to the community on safety and fire prevention topics.
- ◆ Supervises maintenance of departmental equipment, supplies and facilities.
- ◆ Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- ◆ Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state and other meetings as assigned.
- ◆ Other duties as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of fire suppression and prevention procedures, techniques, and equipment.
- ◆ Knowledge of first aid and resuscitation.
- ◆ Knowledge of applicable laws, ordinances, standard operating procedures and regulations.
- ◆ Ability to supervise subordinate personnel.
- ◆ Ability to exercise sound judgment in evaluating situations and in making decisions.
- ◆ Ability to effectively give and receive verbal and written instructions.
- ◆ Ability to perform strenuous physical activity.

TRAINING AND EXPERIENCE:

- ◆ Graduation from high school or equivalent.
- ◆ Four (4) years prior experience in fire fighting and prevention.