



City of Irving Job Description

Assistant Fire Chief

FLSA Status:	EXEMPT*	Job Department:	Fire
Job Code:	5063	Reports To (Job Title):	Fire Chief

PURPOSE

To oversee and participate in the provision of emergency response including fire suppression, rescue, and emergency medical services (EMS).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Respond to and assume command at major fires and emergencies as needed, including assessing situation and risks; developing and executing strategic, tactical, and task level emergency response plans; and turning over command when appropriate.
- Supervise, control, direct, evaluate, and, when necessary, discipline personnel assigned to the division.
- Continuously monitor and evaluate the effectiveness of service delivery methods and procedures, including assessing and monitoring workload, administrative support systems, and internal reporting relationships.
- Identify and, after review by Fire Chief, implement opportunities for improvement in IFD effectiveness.
- Assist Fire Chief in the preparation, administration, and control of the department operating and capital budgets.
- Plan and monitor projects related to facilities, apparatus, equipment, special purchases, and communications systems.
- Coordinate maintenance and repair of IFD apparatus and facilities with appropriate City departments.
- Maintain departmental records and submits related reports.
- Act as custodian of records for the Irving Fire Department and responds to requests for same.
- Perform the duties of the other Assistant Fire Chief, subordinate Battalion Chiefs, and other subordinate program leaders in their absence.
- Perform duties of Fire Chief when necessary.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Act as liaison with news media and members of the general public.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include an entire division.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assists in the preparation, administration, and control of the department operating and capital budgets.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college or university with major course work in a closely related field.

EXPERIENCE

- At least ten (10) years of experience including five (5) years of administrative responsibility.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.
- Intermediate Firefighter Certificate.
- Firefighter Instructor Certificate.

KNOWLEDGE OF

- Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Accounting: Principles and practices including general ledger, accounts payable, and accounts receivable.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Fire Sciences and Equipment: fire suppression procedures and techniques, including incident stabilization and mitigation, safe operation of hand and mechanical tools and of large vehicles, IFD procedures, hose and ladder operation, salvage and overhaul, fire stream development, and fire ventilation, rescue, and inspections.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of safety, cleanliness, repair, and efficiency.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse light and heavy equipment, including large vehicles, hand and power tools, medical instruments, ladders, hoses, radios, and computers.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches and strategy.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Oral Comprehension under Duress: Listening to and understanding information and ideas presented through spoken words and sentences in stressful situations.
- Oral Expression under Duress: Using oral expression to communicate information and ideas in speaking so others will understand in stressful situations.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Number Facility / Basic Math: Adding, subtracting, multiplying or dividing quickly and correctly.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Speech Recognition: Identifying and understanding the speech of another person.

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.*

The employee constantly is required to drive a vehicle, grasp, handle, feel, listen, reach, see, and/or talk. Frequently, s/he is required to balance, carry, kneel, lift up to 25 pounds, pull, push, smell, stand, and/or walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to extreme vibration, body fluids and blood-borne pathogens, confining work space, dirty environment, electrical hazards, extreme weather conditions, air contamination, high and precarious places, improper illumination and darkness, moving mechanical parts, noise, toxic and caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.