

ASSISTANT FIRE CHIEF**SUMMARY:**

Under general direction, administers and supervises several fire divisions; assists in the preparation and administration of the departmental budget; acts as Fire Chief as required; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Supervises and coordinates assigned fire department divisions.
2. Participates in the planning, development and management of the department budget; oversees and approves appropriate expenditures and requisitions.
3. Establishes fire department procedures and operations; studies current procedures and recommends changes.
4. Develops, plans and implements departmental goals and objectives.
5. Conducts research, analysis and prepares detailed and/or technical reports related to assigned area.
6. Coordinates and reviews employee administrative and disciplinary proceedings.
7. Negotiates changes to collective bargaining agreement; reviews and drafts responses to grievances.
8. Participates in meetings and on committees; represents department on related issues.
9. Prepares and supervises the preparation of necessary reports relating to activities; reviews reports prepared and submitted by subordinates.
10. Assumes the duties of Fire Chief as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Incident Command System and Personnel Accountability System.
- Knowledge of local, state, and federal laws and ordinances related to fire prevention, public safety, hazardous materials, emergency medical services, and arson investigation and the ability to apply this knowledge to varied fire control and prevention problems.
- Knowledge of modern firefighting/emergency/rescue tactics and principles, fire investigation, and prevention.
- Working knowledge of fire service and emergency medical services.
- Knowledge of city codes, ordinances, union contracts, and department policies and procedures.
- Knowledge of the use and operation of a wide variety of fire motorized and auxiliary apparatus.
- Knowledge of comprehensive risk and safety goals.
- Knowledge of the principles and practices of municipal budget preparation, presentation, implementation, and administration.
- Knowledge of the principles of personnel management and employment law and ability to apply them within a fire department in a union environment.
- Proven knowledge of supervisory and management principles and practices.
- Knowledge of location of neighboring fire agency resources.
- Knowledge of Business English, grammar, punctuation and spelling.
- Skilled in developing, implementing, abiding by and enforcing City policies, procedures, rules and regulations.
- Demonstrated skill in both verbal and written communication, including negotiation skills.
- Demonstrated skill in developing and implementing effective projects and plans.
- Demonstrated skill in evaluating and responding to complex problems and issues.
- Skill in operating standard office equipment including a personal computer and related MS software.
- Demonstrated skill in utilizing appropriate department fire equipment.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, officials and the public.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting. Occasionally will need to respond to fire emergencies/emergency medical services/rescue scenes. There is frequent need to walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Ten (10) years of increasingly responsible experience in fire rescue, emergency medical service operations, and/or fire prevention, to include five (5) years supervisory/managerial experience. Prefer, two (2) years of service at the chief officer level. Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Fire Science, Emergency Medical Services, or related field, or any equivalent combination of training and experience. Must possess certification as a Firefighter and EMT or Paramedic (Paramedic, desirable). A valid driver's license is required and must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's licenses suspended under the point system provided for in Chapter 322, Florida Statutes. Completion of the Executive Fire Officer Program from the National Fire Academy highly desirable but not required. Must comply with Florida Statute 112 regarding tobacco products and during their term of employment shall remain tobacco free.