

**WASHINGTON TOWNSHIP FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES MANUAL
RULES AND REGULATIONS**

ASSISTANT CHIEF JOB DESCRIPTION

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DUTIES STATEMENT:

Under the direction of the Fire Chief, the Assistant Chief shall be in command of the Extinguishment Division. Job duties would include but are not limited to: Supervising extinguishment personnel, maintain staffing in accordance with department and bargaining agreements, oversee adherence to and enforcement of Fire Department policies and procedures, insure compliance with federal and state worker safety regulations, assist with the annual Extinguishment Division budget, authorize purchases of necessary equipment/supplies/other miscellaneous items, track expenditures and budget performance, identify training needs and coordinate with the Training Division the delivery of needed training. The Assistant Chief would be the liaison with other departments and contractors for: emergency, disaster response, communications, vehicle and building maintenance/repair/replacement. It would be the responsibility of this position to prepare monthly and annual reports on activities, devise strategies to improve the Extinguishment Division efficiency and keep operating costs at a minimum while maintaining or improving service delivery. In the absence of the Fire Chief, directs all functions of the Fire Department. Perform other related work tasks as required.

TYPICAL EXAMPLES OF WORK:

1. Administers policy for all phases of the Extinguishment Division operations, develops and maintains policies consistent with effective fire prevention and fire/EMS control programs, and provides for training and development of personnel. Responsible for maintenance of fire rescue apparatus, equipment, and buildings. Cooperates with civic group activities. Assists in establishing rules, regulations, procedures, and is responsible for the maintenance of discipline.
2. .Assists in planning and the development of Extinguishment Division programs and coordinates these programs with other Fire Department Divisions. Keeps familiar with new procedures through reading periodicals and attending seminars and conferences; disseminates knowledge acquired to the entire division. Attends staff meetings with Officers to discuss administration, operations, fire prevention, and fire control methods. Evaluates training needs and determines the cost expenditure for increase in personnel and equipment. Responsible for the care and management of fire buildings, apparatus, equipment supplies, and any other property or equipment assigned to the Fire Department. Prepares budget estimates for normal budgetary control of expenditures; provides monthly and annual reports to the Fire Chief.
3. Directs all functions of the Fire Extinguishment Division consistent with the overall goals of the organization. Responsible for handling departmental activity when proposed programs affect other departments. Attends meetings with other department heads to discuss organizational projects and problems.
4. Coordinates and supervises Officers duties and activities to provide guidance and general direction. Sets up and chairs regularly scheduled meetings to discuss plans, activities, and problems.
5. Assumes responsibility for grant funding research, development, submission and grant compliance requirements.

6. Directly and indirectly supervises Fire Department personnel. Assist the Fire Chief in areas of responsibility such as administration, budget preparation/administration, apparatus and equipment, building maintenance, training, supplies, hose records, classifying reports, and photography. Attends regularly scheduled meetings with officers to discuss plans, activities and problems. Responsible for enforcing discipline and reporting all violations of rules and regulations to the Fire Chief.
7. Evaluates the performance of Officers, assesses the effectiveness of the Extinguishment Division. Responds to multiple alarm fires in the and/or outside the Township when Fire Department personnel have responded. Also responds to any incident when requested by the Incident Commander or may observe any incident deemed necessary.
8. Responsible for pre-incident planning for fires/other emergencies and pre-planning for fire control through the department's pre-fire survey program and the FF RTK/302 site information acquisition.
9. Represents the Fire Department when designated by the Fire Chief to participate in local fire organizations, speaking to civic groups/other interested parties about department activities, coordinates releases of information to the news media, and performs other duties as provided by law.

EMPLOYMENT QUALIFICATIONS

A Bachelor Degree. Previous or current rank as a full time Captain or higher on a full time department with a minimum of three years in grade. Minimum six years experience on a full time department. Considerable experience in the fire service, supplemented by training in the principles and techniques of Fire Department administration. The ability to prepare reports, administrate, coordinate, and organize the work load of the Extinguishment Division. To speak effectively and have tact in dealing with residents, fire personnel, departments, and other organizations. Have good powers of observation. Be physically and mentally capable of performing all the duties of the classification.