

**POSITION DESCRIPTION – ASSISTANT CHIEF – CAREER/VOLUNTEER**

**General Purpose:**

Serves at the pleasure of the Chief and Board of Trustees as the assistant to the Chief with direct responsibility for controlling, coordinating, and supervising line operations, maintenance, and station activity which includes personnel and equipment. Administers and implements district policies and guidelines. Interacts with community and governmental agencies. Fosters and initiates high standards of performance, training, and morale of subordinates.

**Supervision Received:**

Works under the general guidance and direction of the Chief.

**Supervision Exercised:**

Supervises operational personnel, as assigned.

**Essential Duties and Responsibilities:**

- A. Functions as senior operational officer and member of the executive management team.
- B. Assumes duties of Chief, as assigned.
- C. Oversees the development of specifications and recommendations for operational apparatus, equipment, and facilities.
- D. Monitors daily emergency response and performance of operational units.
- E. Directs and enforces district policies and guidelines.
- F. Recommends enhancements in training, equipment, guidelines, policies, and personnel.
- G. Assists in developing and administering budget, personnel practices, and operational training.
- H. Analyzes data and prepares technical reports regarding divisional activities.
- I. Evaluates the performance of subordinate personnel; reviews the evaluations of their subordinate personnel.
- J. Inspects, evaluates, and reviews performance and appearance of operational apparatus, equipment, and facilities.
- K. Develops goals and objectives/programs to assist in the development of subordinates.
- L. Develops goals, objectives, and plans for assigned division(s).
- M. Supports, coordinates and interfaces with other senior officers.
- N. Oversees major projects on behalf of the Chief, as requested.
- O. Oversees the development of technical specifications for the purchase of specialized equipment.
- P. Assists the Chief and Board of Trustees in periodic updates to policies and guidelines.
- Q. Reviews various materials for compliance with district policies, state and federal laws and regulations.
- R. Oversees and evaluates divisional training programs.
- S. Evaluates and facilitates positive relationships between personnel and other agencies.
- T. Responds to emergencies, as needed, and assumes command, when appropriate, using established incident command procedures.
- U. Maintains authorized staffing levels.
- V. Ensures necessary safety procedures are in place and followed by division personnel.
- W. Maintains professional education and interaction to keep abreast of changes in requirements which affect the division or district.
- X. Maintains positive working relationships with district members.

- Y. Conducts, attends, interacts in meetings with district members, other public agencies, and the public.
- Z. Works to develop job descriptions, identify personnel needs, devise promotional and recruit testing procedures.
- AA. Assists the Chief in strategic and tactical planning, i.e. master planning, to assure the most efficient development and utilization of district resources.

**Peripheral Duties:**

- A. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of district activities.
- B. Performs the duties of command personnel, as needed.
- C. Serves as a member of various district committees.
- D. Performs other duties, as assigned.

**Minimum Qualifications:**

- A. High school graduate or GED equivalent.
- B. Possess a valid driver's license.
- C. Kentucky Certified Career Firefighter (Career/Volunteer).
- D. Kentucky Certified Emergency Medical Technician (Career).
- E. Strong preference given to candidates with an Associates Degree or higher level degree in Business Administration, Public Administration, Fire Science, Paramedic / Emergency Medical Sciences or related field. A minimum of ten years in Fire/EMS service with at least five years of experience in operational management is desired.
- F. Boone County SAED Certified (Career).
- G. Kentucky Certified Fire Prevention Inspector (Career/Volunteer).
- H. Kentucky Certified Level I Fire Instructor (Career/Volunteer).

**Minimum Requirements:**

- A. Residency within the Burlington Fire Protection District or within Boone County is desired.
- B. Must be a citizen of the United States of America.
- C. Minimum age requirement is 18 years of age.
- D. Must be able to speak, read, and write the English language.

**Training/Incident Response Requirements:**

- A. Must maintain the State requirement of 100 hours per year for Career Firefighter Certification and State Incentive Pay. (Career/Volunteer).
- B. Career employees must maintain Kentucky State EMT-B or EMT-P Certification, in accordance with Kentucky State EMS Regulations.
- C. Career employees must maintain Boone County SAED certification as required by the district.
- D. Volunteer members must obtain 100 hours of training per year (25 hours per quarter) and respond to 20% of the emergency incidents in a given quarter. Persons filling a non-combat position, such as Assistant Chief of Planning, will be required to meet the expectations designated by the Fire Chief on an annual basis relating to their assigned duties.

**Selection Guidelines:**

Review of education and experience; assessment center; oral board; background/driver's license verification and check; offer of employment/membership.

**Tools and Equipment Used:**

Emergency medical apparatus, fire apparatus; fire pumps, hoses, and other standard firefighting equipment; ladders, emergency medical equipment; radio; pager; personal computer; telephone.

**Physical Demands:**

The physical demands described here are representative of those that must be met by any member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the member is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, controls; and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in office, vehicle, and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. The member occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.