

Class Title: Assistant Fire Chief

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for providing senior leadership, management, and strategic planning as assigned by the Deputy Fire Chief or the Fire Chief. Responds to fire, medical, hazardous material, and technical rescue emergencies and other hazardous events, which may upon review be declared acts of terrorism, to provide senior leadership, direct and manage the appropriate actions to control the emergency and care of the sick and injured. When on call the Assistant Fire Chief must be able to arrive at a designated location in the City of Norfolk, within 45 minutes of the response notification. Directs and leads subordinates in associated duties including training, pre-incident planning, fire safety inspection, public education, and equipment and facility maintenance. Typically manages and leads an operational shift or an administrative division, and may be assigned to Operations or to Administration in any capacity as designated by the Fire Chief. Generally performs in a senior management role, but in the event of an emergency may be called upon to perform job tasks as described in the essential functions outlined in (Firefighter EMT-A), (Firefighter EMT-I, or (Firefighter EMT-P) depending on their level of medical training. Required to serve in an on-call capacity in order to provide assistance to on-duty staff in the event of major emergencies or significant events. All Assistant Fire Chiefs are subject to emergency recall during times of operational need. Examples of operational need include, but are not limited to, staffing shortages, weather events, multi-alarm fires, hazardous material incidents, and acts of terrorism. These events may require the Assistant Fire Chief to work multiple consecutive shifts. May be designated to serve as the officer in charge of the department in the absence of the Fire Chief and the Deputy Fire Chief.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Responds to medical emergencies and directs the delivery of basic and advanced life support procedures in accordance with Tidewater Emergency Medical Services (TEMS) Council protocols. Supervises the transportation of sick or injured patients to medical facilities.
2	M	Responds to fire scenes and directs the application of water and/or chemical agents to control and extinguish fires and the performance of search and rescue, forcible entry, ventilation, salvage, and overhaul. Responsible for insuring that a cause and origin are determined at all fire incidents.
3	M	Responds to hazardous materials emergencies (accidental or intentional), to direct and manage effective hazard control strategies.
4	M	Responds to technical rescue emergencies (accidental or intentional), to direct and manage effective hazard control strategies. Ensures search and rescue and directs operations to affect structural and trench collapse, high angle, confined space, and water rescues.
5	M	Responds to hazardous conditions and general service calls to direct and manage effective hazard control strategies. Provides salvage and recovery support to owners and/or occupants of damaged properties.
6	H	In reference to essential functions 1 through 5: When necessary, wears personal protective clothing and equipment including self contained breathing apparatus to perform emergency operational tasks.

CSC Adopted: October 2001, CSC Revised: April 2016; March 2020

Physical Strength Code	ESSENTIAL FUNCTIONS	
7 M	Manages personnel by determining goals and objectives, assigning and reviewing tasks, organizing, scheduling, training, determining policy, coordinating activities, allocating resources, supervising subordinates and interacting with inside and outside agencies. Evaluates and develops employees by advising, coaching, and recommending actions to personnel.	
8 M	Provides administrative requirements by collecting, reviewing, and editing all incoming paperwork, disseminating information, maintaining records, and allocating personnel and resources. Completes fire, patient care, pre-incident, and post-incident, inspection, and activity reports as needed.	
9 M	Performs related duties by preparing correspondences, attending and chairing meetings and committees, attending training seminars, formulating, implementing and tracking department budgets and reviewing and evaluating new technology and information relating to fire and emergency work.	
10 M	Maintains proficiency and provides supervisory guidance to subordinates in using various software applications and technological advancements in both emergency and non-emergency situations.	
11 M	Develops personnel by overseeing training operations, developing training objectives, evaluating and counseling subordinates.	
12 L	Ensures compliance with the FLSA and other payroll related regulations, providing guidance for analytical studies and research projects, reviewing, editing, and making recommendations.	
13 L	Coordinates special events by meeting with and providing input to event organizers, other departments, divisions, and city agencies to ensure the safety of the public and compliance with the fire code.	
14 L	Supports the Deputy Chief and the Fire Chief by evaluating incoming information, determining information routing and acquiring needed facts. Participates in Fire Executive Leadership Group and maintains an on call function as a member of the executive staff.	

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CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	A Bachelor’s degree from a regionally or nationally accredited college or university in a fire, EMS or other related field as approved by the Fire Chief and the Director of the Department of Human Resources or designee will be required.
Experience	One (1) year of experience as a Battalion Fire Chief with Norfolk Fire-Rescue.
Certifications and Other Requirements	Valid Driver’s License. Current certification as a Virginia Department of Health, Office of Emergency Medical Services, Emergency Medical Technician (EMT)-Advanced, Emergency Medical Technician (EMT)-Intermediate, or Emergency Medical Technician (EMT)-Paramedic with all associated requirements for each respective level or certification and current sanctioning by the City of Norfolk Operational Medical Director. The Assistant Fire Chief is expected to maintain the respective Virginia Department of Health, Office of Emergency Medical Services, and Emergency Medical Technician certifications held when promoted. Successful completion of medical physical examinations and maintenance of health that establish medical fitness for duty as determined by a City of Norfolk contract occupational physician in accordance with the current edition of National Fire Protection Association (NFPA) 1582 “Standard on Comprehensive Occupational Medical Program for Fire Departments.” When on call the Assistant Fire Chief must be able to arrive at a designated location in the City of Norfolk, within 45 minutes of the response notification.
Reading	Requires the ability to read various reports, professional publications, technical references, rules and regulations, codes and ordinances, legal documents, and general correspondence.
Math	Requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as to calculate water flow and medication dosage rates.
Writing	Work requires the ability to write letters, reports, memos, research findings, operational procedures and general correspondences.
Managerial	Managerial responsibilities include strategic planning, logistics, and allocation of resources, training, investigating and making recommendations regarding disciplinary actions, and providing overall guidance to subordinates.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of department and may recommend budget allocations. Responsible for monitoring budget expenditures (typically non-discretionary expenditures) for a unit of less than a bureau size.
Supervisory / Organizational Control	Requires managing and monitoring work performance by directing subordinate supervisors or administrators, including providing input on decisions related to disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

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CLASS REQUIREMENTS	
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work involves serving the public. Work requires cooperative/supportive interaction with coworkers, supervisors, doctors and other healthcare workers. Work occasionally requires interaction with representatives of other City departments, other fire departments, and local, state, and federal agencies.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	Light X L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Medium M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Heavy H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	Very Heavy VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
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PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Ladders, rooftops, truck platforms, painting, repair and maintenance work, public relations, training.
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Emergency response, visiting stations, safety and routine inspections
Lifting	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Carrying	O	Medical equipment and supplies, fire equipment and supplies, patients, stretchers, debris.
Pushing/Pulling	O	Medical equipment and supplies, fire equipment and supplies.
Reaching	O	Medical equipment and supplies, fire equipment and supplies.
Handling	O	Medical equipment and supplies, fire equipment and supplies.
Fine Dexterity	F	Computer keyboard, writing, checking equipment, patient care.
Kneeling	O	Firefighting, patient care, maintenance and cleaning, training.
Crouching	O	Firefighting, patient care, maintenance and cleaning, training.
Crawling	R	Firefighting, patient care, maintenance and cleaning, training.
Bending	O	Firefighting, patient care, maintenance and cleaning, training.
Twisting	O	Firefighting, patient care, maintenance and cleaning, training.
Climbing	O	Ladders, steps, rooftops, truck platforms.
Balancing	O	On ladders, steps, rooftops, truck platforms.
Vision	C	Computer, desk work, observations at fire scenes, driving.
Hearing	C	Firefighters, police, dispatch, doctors/nurses, general public.
Talking	F	Firefighters, police, dispatch, doctors/nurses, general public.
Foot Controls	O	Driving, depressing siren switch.
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Emergency medical equipment including airways, oxygen, monitor/defibrillators, I.V. fluids and drugs, stretchers, backboards and stokes baskets, diagnostic equipment, and basic first aid supplies; firefighting equipment including fire hoses and appliances, portable ladders, rope, fans, portable lights; general hand tools; portable electric, mechanical, pneumatic, hydraulic, and gasoline powered tools; emergency vehicles including sedans, ambulances, heavy fire apparatus, and support/utility vehicles and associated equipment; and communications equipment including radios, computer hardware and software, and cellular telephones.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	D
Chemical Hazards	M	Extreme Temperatures	M	Warehouse	--
Electrical Hazards	M	Noise and Vibration	D	Shop	--
Fire Hazards	W	Fumes and Odors	M	Vehicle	--
Explosives	S	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	S	Darkness or Poor Lighting	S	Other (see 1 below)	D
Physical Danger or Abuse	M				
Other					

(1) Fire stations and emergency incident scenes.

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, fire gloves, fire resistive hood, helmet, safety glasses, safety shoes, and self-contained Breathing apparatus (SCBA), body substance isolation garments, N95 mask, latex exam gloves, traffic safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	