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**Section: 1.5.3      Position Description: Assist Chief of Operations - Exempt**

Effective Date: 01/01/2007

Reports To: Fire Chief

Revision Date: 01/01/2007

Approved by: SMFD Board

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**OBJECTIVE**

The Assistant Fire Chief position is a senior level management position whose primary responsibility is to assist the Fire Chief in planning, organizing and directing all fire department operations.

**ESSENTIAL JOB FUNCTIONS**

1. Directly supervise all Fire Captains. Assist and guide subordinates as needed, evaluate performance, provide assigned instruction and recommend developmental steps.
2. Plan and direct fire shift staffing and scheduling to ensure the effective utilization of all personnel.
3. Serves as lead for personnel matters and assists HR and perform confidential duties as required.
4. Assist in promoting on-going communication between shifts.
5. Assist and advise the shift captains in the operations of the suppression shift.
6. Develop and oversee Fire/EMS training programs and establish minimum training standards and safety practices. Delivery of training programs as necessary and through effective delegation.
7. Review and analyze information regarding operations, trends, laws, regulations, and standards affecting the fire department for the purpose of proposing and developing policies and strategies for effective fire and EMS operations.
8. Develop and manage the Fire Department budget within guidelines established by the Fire Chief. Authorize department expenditures in line with budget limitations.
9. Coordinate Fire Department operations with City departments and outside agencies to ensure proper communication and effective provision of fire suppression/EMS services to the community.
10. Develop recommendations on improvements in department operations based on research, personal observation and community/staff feedback.
11. Manage and direct Fire Department Data and Information systems. Implement programs to incorporate department statistical data and GIS systems.
12. Represent the Department on assigned committees and task forces both internally and externally.
13. Provides supervision, direction and assists in the development of subordinates. Assists and guides subordinates as needed, evaluates their performance, provides assigned instruction, and recommends development steps. May conduct transfers, suspensions, promotions, discharges, assignment, rewards, discipline, and has authority to settle the determination of grievances. May also suspend a subordinate with or without pay, as a disciplinary measure, pending final determination of the matter by the Fire Chief. Participates in union negotiations. And serves in a confidential capacity as required by this senior management position.
14. Develops a budget that represents fire/EMS operations division needs, and participates in the budget process making recommendations and/or balancing the department budget.
15. Perform other duties as assigned by the Fire Chief, including but not limited to recommending employee transfers, suspensions, demotions, promotions, discharges, assignments, recognition, discipline and grievance processing. Actively participates in union contract negotiations/proposals and foster quality working relationships. Will perform R & D regarding contracts as needed.

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**KNOWLEDGE/SKILLS/ABILITIES**

1. Ability to plan and implement department wide programs and activities
2. Experience and/or understanding of fire suppression, prevention, and EMS functions
3. Ability to communicate effectively both orally and verbally.
4. Considerable knowledge of fire department principals and practices of modern fire department administration.
5. Demonstrated leadership, innovation, and problem solving.
6. Ability to make sound decision under pressure and work independently with little supervision.
7. Ability to plan, schedule, and manage multiple projects and meet deadlines.
8. Ability to develop and maintain effective working relationships with personnel, staff of other organizations, JPA partners, as well as the general public. Maintain morale with-in the organization through fostering relationships.

**QUALIFICATIONS****Minimum:**

1. Associate Degree in fire science, fire protection, public or business administration from an accredited educational institution or successful completion in specific period of time.
2. Minnesota registered EMT, and the ability to become Nationally registered with-in one year of appointment.
3. Current Hazardous Material Operations certificate
4. Current Minnesota Fire Fighter I certification
5. Company officer certificate or equivalent levels of education.
6. Five years experience as a career fire fighter, with a minimum of two years experience as an officer.
7. Current, valid drivers license.
8. Ability to pass & maintain medical exam for firefighters

**Desired:**

1. Bachelor Degree in fire science, fire protection, public or business administration from an accredited educational institution.
2. High level of training/experience in hazardous materials, confined space and technical rescue is a plus.
3. Completion of the National Fire Academy Executive Fire Officer Program, or within a specified period of time.

The South Metro Fire Department does not discriminate on the basis of disability in the admission to, or treatment, or employment in, its services, programs, or activities.