

# SUBLIMITY FIRE DISTRICT

## Position Description

2.1.02

### ASSISTANT CHIEF

#### GENERAL STATEMENT OF DUTIES

Shall act as the Chief of the District in the Chiefs Absence. Shall assist and aid the Chief in all District operations as directed by the Chief. The Assistant Chief is a member of the Volunteer Association.

#### SUPERVISION RECEIVED

Is directly responsible to the Chief, who reviews performance for the conformity with District policy.

#### SUPERVISION EXERCISED

Exercises direct supervision over Captains and indirect supervision of all subordinate volunteer personnel. Has the authority and responsibility to make work assignments, evaluate performance and to recommend discipline and/or suspension of subordinate personnel for violation of policy, rules and regulations, in conformance with department policy and chain of command

#### PRINCIPLE DUTIES

- Is the Districts Liaison with the Volunteer Firefighters Association and Auxiliary.
- Develops the agenda for and conducts Officers meetings.
- Reviews company personnel for compliance with minimum attendance, issues communications to inform members when they need improvement in attendance.
- Responds to fires, medicals and emergencies as needed, organizes the scene, assumes appropriate level of function using the Districts incident command system. Orders resources, and develops strategies to reduce loss of property, stabilize emergency situations, improve public safety, and save lives.
- Attends drills on a regular basis, meets District attendance standards and maintains skills as required by the Fire District.
- Supervises, participates in and assists with the training of personnel. Makes recommendations regarding training needs.
- Promotes unity within the District. Maintains effective relations between the Fire District and District members, agencies providing related services in the District, clubs, groups, other organizations, and the community at large.
- Enforces applicable laws as required by statute, District ordinance, or policy. Prepares reports and supervises the keeping of records as required.
- Attends meetings of the Board of Directors as needed, staff meetings of District officers and meets with community groups and fire officials to assist in formulating policies and agreements. Is a member of the Marion County Fire Defense Board.
- Coordinates the selection of the recipients of the following awards: Firefighter of the Year, Rookie of the Year, Outstanding Company, Most Improved. Assures timely selection of recipients, orders awards and coordinates presentation at the Banquet.

#### MINIMUM REQUIREMENTS

All individuals must meet the following requirements to be considered for the position of Assistant Chief:

- Minimum of 6 years related experience (Fire Service)
- Minimum of 75% attendance to regularly scheduled drills.
- Successfully completed all Fire Ground Leader I course

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*Board Chair*

Revised- Feb 10,, 1999 - awm/501

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*Date*