



Superstition Fire & Medical District

Job Description

Job Title: Assistant Chief

Department: Emergency Services

Salary Range: [55] \$81,410.99 - \$109,098.51 **FLSA Class:** Exempt

Position Summary:

Under general direction of the Fire Chief and as a member of the Senior Leadership Team, the Assistant Chief is responsible for managing one or more divisions of the Fire District. Have extensive latitude for decision-making, planning, and implementing strategies and action plans for programs within their designated area of responsibility; assignment may be rotated to command any of three divisions within the District. Participate in planning, developing policy, and resolving challenges and issues within the Fire District as a whole, and particularly in their area of assignment. Responsible for fiscal management, including developing and administering the budget within their assigned areas. Work in this position requires a wide breadth of executive level managerial knowledge, skills and abilities. Receive general supervision from the Fire Chief who reviews and evaluates work performance through conferences, reports, and overall results achieved. Currently work a standard 40-hour work week and are subject to emergency call-back and duty chief responsibilities.

Principle Duties and Responsibilities:

Essential Functions

- Provides professional leadership over the day-to-day operations of emergency response and maintenance, including response to emergency incidents when necessary and appropriate to assume command of major events.
- May act as a Battalion Chief in their absence.
- Evaluates operational service delivery and proposes modification to meet the needs of the District, including the ability to conduct research and provide recommendations in written and/or oral methods on a wide variety of issues that affect the District.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.

- Establishes and maintains effective working relationships with staff, Fire District governing board, other fire departments and personnel, other agencies, and the general public.
- Provides effective personnel management and leadership for all subordinates reporting directly and indirectly through effective management techniques.
- Monitors compliance with policy and effective utilization of assigned human resources.
- Builds an effective leadership team with direct reports.
- Builds and maintains a positive and effective relationship with labor leadership; serves as a member of the management team.
- Professionally represents the District at a variety of external meetings, functions and events.
- Participates as a contributing member in various local, state and regional groups with the operational issues facing the District. May represent the District by active participation and membership in civic and community organizations.
- Develops, or assists in development and implementation of policies and procedures governing employees and public safety in fire protection and emergency medical services.
- Explains and interprets rules, policies, regulations, practices, and actions of assigned division for the general public and Fire District employees.
- Advises the fire chief and appropriate staff officers of issues in designated areas of staff authority and of the progress made in areas of responsibility.
- Develops and administers the budget and expenditures of the departments under their supervision. Works closely with the Fire Chief and financial staff to ensure the long term financial viability of the District in meeting the vision and mission of the District.
- Prepares and reviews the following: division budget recommendations, administrative studies of management issues, strategic and operational plans, program proposals, policies and procedures, statistical and other reports on Fire District programs and activities.
- Makes recommendations regarding employee performance evaluations and disciplinary actions.
- Develops the objectives and tasks for the division(s) under their supervision. Ensures the Strategic Plan is utilized as an active guide to managing their departments. Reviews and measures the accomplishments and performances of subordinate functions.
- Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice.
- Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.
- May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.
- May act in the capacity of the Fire Chief in his absence.
- May act in the capacity of the Public Information Officer (PIO).
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of firefighting, emergency medical service, technical rescue, and hazardous materials event mitigation.
- Knowledge of the principles and practices of incident command including firefighting tactics and strategy, fire-ground factors, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire stream management,

communications, hazardous materials, special operations, fireground safety, and major medical operations.

- Knowledge of public financial management and budgeting.
- Knowledge of personnel policies and procedures, rules and regulations, and laws pertaining to fire and medical responders and agencies, as well as those pertaining to fire districts as a whole.
- Knowledge of the organizational philosophy and policies that direct all managers and supervisors.
- Knowledge and ability to apply modern management techniques, supervisory and leadership practices, and evaluation methods.
- Knowledge of progressive approaches to employee relations programs.
- Ability to provide leadership to assigned supervisors through planning, organizing, motivating, providing work-related challenges, and evaluating performance objectively.
- Ability to maintain managerial control under extremely stressful conditions.
- Ability to develop plans and programs for more effective and efficient public safety and emergency service delivery.
- Ability to exercise a high degree of self-discipline.
- Ability to communicate effectively with employees and the public in oral and written communications.
- Ability to produce documents/reports with clearly organized thoughts.
- Ability to work safely and effectively without direct threat to self or others.

Minimum Required Qualifications

- Ten (10) years of progressively responsible experience in providing fire protection, rescue, and emergency medical service, with the most recent 3 years assigned at a Battalion Chief rank equivalent or above, with a similar size or type organization.
- Experience supervising and managing work in multiple divisions of a fire district or fire department and working knowledge of all major division functions.
- Bachelor's (BS/BA) Degree in fire service administration, public administration, business administration or closely related field from an accredited college or university.
- Combinations of experience and education which meet the minimum requirements may be substituted for consideration.
- Valid Arizona driver's license and driving record insurable by District's carrier as a condition of employment.

Preferred Qualifications

- Fifteen (15) years of progressively responsible experience in providing fire protection, rescue and emergency medical service, with the most recent 5 years at a Battalion Chief rank equivalent or above.
- Masters Degree in public administration, fire services administration or closely related field from an accredited college or university.
- Experience in the Phoenix Regional Automatic Aid System.
- Experience as a Public Information Officer (PIO).

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.

Salary and Benefits:

The District offers an excellent benefit package that includes:

- Paid Vacation and Illness Leave
- Uniform Allowance
- Tuition Reimbursement
- Retirement benefits through Public Safety Personnel Retirement System of Arizona
- Group Insurance benefits available to choose from include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Basic Life/AD&D Insurance – paid by District
 - Supplemental Life/AD&D Insurance
 - Long Term Disability
 - Supplemental Insurance
- 457(B) Deferred Compensation Plan and Roth IRA
- Employee Assistance Program – paid by District

SFMD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.