



Job Description – Assistant Chief

Position Summary:

The Assistant Chief candidate must have ten years (10) of consecutive service with the Superstition Fire & Medical District as well as worked as a Battalion Chief or Deputy Chief for 2 years.

The Assistant Chief has extensive latitude for decision-making, planning, and implementing strategies and action plans for programs within their areas of responsibility; assignment may be rotated to command any of three divisions within the District. The Assistant Chief will participate in planning, developing policy, and resolving challenges and issues; and are responsible for fiscal management, including developing and administering the budget. Work in this position requires a wide breadth of executive level managerial knowledge, skills and abilities. This position receives general supervision from the Fire Chief and is a member of the Senior Leadership Team.

Essential Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- 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.
- 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.
- 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.
- May act in the capacity of the Fire Chief in his absence.

Knowledge, Skills and Abilities:

Knowledge of:

- The principles and practices of firefighting, emergency medical service, technical rescue, and hazardous materials event mitigation.
- 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.
- Public financial management and budgeting.
- 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.
- The organizational philosophy and policies that direct all managers and supervisors.
- Modern management techniques, supervisory and leadership practices, and evaluation methods.
- 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.
- Maintain managerial control under extremely stressful conditions.
- Apply modern management techniques, supervisory and leadership practices, and evaluation methods.
- Develop plans and programs for more effective and efficient public safety and emergency service delivery.
- Exercise a high degree of self-discipline.
- Communicate effectively with employees and the public in oral and written communications.
- Produce documents/reports with clearly organized thoughts.
- Work safely and effectively without direct threat to self or others.

Required Training and Experience

- Currently hold the rank of Battalion Chief or Deputy Chief for 2 or more years.
- Minimum of 10 years consecutive service with the SFMD.
- Minimum of a Bachelor's degree in Fire Science, Business or related field.

Preferred Training and Experience

- 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.
- Master's 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).

Licensing, Certifications, and other Requirements

- Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE)

Work Environment / Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some work is performed in a normal office environment; but responds to emergencies and is subject to potential personal danger.
- At times, sustained performance of moderately physically demanding work, typically involving climbing and balancing, stooping, kneeling, crouching, crawling and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- Some exposure to dirt, dust pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, firearms, water hazards, violence, disease, and pathogenic substances.
- Operate a motor vehicle, emergency response vehicle, Self-Contained Breathing Apparatus (SCBA), radios, pager, audio visual equipment, printer, mechanics' tools, hand tools, thermal imaging camera, forcible entry tools or other equipment as necessary to complete essential functions.
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand, and eye movement.
- Use appropriate Personal Protection Equipment (PPE), including a SCBA while performing tasks in environments that may be immediately dangerous to life.
- Travel to/from meetings and various locations.
- Respond to emergencies as needed.

EQUAL EMPLOYMENT OPPORTUNITY:

SFMD is committed to creating a diverse environment and is 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 (ARS 41-1463). Additionally, this position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting the HR Manager at (480) 982-4440 X132. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation.