

City and Borough Sitka, Alaska

Class Specification

Class Title	Assistant Fire Chief
Class Code Number	8140
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	33
Effective Date	June 2021

General Statement of Duties

Under the direction of the Fire Chief, the Assistant Fire Chief serves as second in command for all operations and activities of the Fire Department; performs related work as required. Conducts life safety inspections and other duties as the designated Fire Marshall.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide Fire and emergency medical services to the City and Borough of Sitka. The work is performed under the direct supervision of the Fire Chief, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all Fire personnel. An employee in this class performs the duties of other employees in the Fire Department or related departments as required or as assigned by supervisory personnel. In the absence of the Fire Chief, an employee in this class will temporarily assume full responsibility for duties of this position.

Examples of Essential Work (Illustrative Only)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Responsible for the development and implementation of firefighter training programs in accordance with current standards and procedures.
- Manages and coordinates the activities of volunteers involved in all aspects of emergency operations.
- Serves as the fire/arson investigator, investigating the cause, origin and circumstances of all fires within the City and Borough of Sitka and maintaining accurate and detailed records for documentation and prosecution purposes.
- Studies and maintains a current working knowledge of streets and other geographical information within the City and Borough of Sitka.
- Ensures Department preparedness for fire suppression, fire prevention, emergency medical, natural disasters, air emergencies, search and rescue and emergency management programs;
- Oversees equipment operation, maintenance, and procurement.

- Oversees staffing policies to ensure that adequate personnel are always on-call or on-duty.
- Performs the duties of all other Fire personnel, as necessary.
- Responds to emergency situations through contacting volunteer personnel, delivering all equipment and implementing emergency services techniques to rescue victims and protect private and public property.
- Provides emergency medical services, including responding to emergency calls, assessing patients condition upon the arrival of a scene, implementing emergency patient treatment, transporting patients to a hospital for further examination and always ensuring the stability of all individuals, as necessary.
- Maintains detailed and accurate records on Departmental activities.
- Serves as an incident commander under the Incident Command System as necessary, assuming full responsibility for instructions, techniques, and strategies for the implementation of fire suppression, firefighting, and other related emergency response situations.
- Studies details of a fire or related emergency upon arrival at the incident scene and uses technical knowledge and firefighting experience to calculate the most appropriate course of action, taking into consideration the possibility of persons within a structure, the spread of a fire to other structures, hazardous materials, and the safety of all Fire personnel at the scene.
- Makes determinations at a fire scene as to whether additional personnel, (including those from other agencies), need to be called to the scene.
- Ensures the completion of appropriate rescue, fire fighting and salvage operations at a fire scene.
- Uses established procedures to determine if individuals are trapped within a burning facility and takes appropriate actions to secure their rescue.
- Monitors all Firefighters on the scene to ensure safety procedures are being followed and to recognize a situation when a Firefighter may need rescue.
- Directs the implementation of entry, ventilation, fire suppression and salvage work.
- Gives instructions for laying and connecting hoses, putting in place water streams equipment, generators, supply lines, ladders and ladder pipes, and the direction of chemical or water streams.
- Gives instructions on ventilation procedures to remove excess heated gases, heat, and smoke from the burning structure.
- Makes verbal and written analysis of activities involved in any fire emergency and gives Fire Engineers constant technical advice and/or on-site and post-fire evaluations on the effectiveness of certain firefighting activities.
- Develops performance appraisals.
- Plans, organizes, and manages the daily activities of apparatus inspections, clean-up and maintenance, pre-fire plans, station tours, fire drills and public education.
- Meets with and provides instructions and technical advice to Fire Engineers in the completion of their duties.
- Ensures the efficient operation and supervision of all personnel, including the accurate and timely completion of all reports according to prescribed policies and guidelines.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Trains, assigns, prioritizes, supervises, motivates, and evaluates the work of assigned employees.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs fire and life safety inspections of existing buildings and facilities.

- Exercises the authority and administers the responsibilities under the deferral from the Alaska State Fire Marshal.
- Prepares detailed records of all case files involved in codes inspections.
- Initiates and pursues formal enforcement action, as appropriate, to enforce code compliance, including coordination with the Municipal Attorney when necessary.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of the duties and knowledge required of Fire and emergency medical services personnel.
- Comprehensive knowledge of the geography of the City and Borough of Sitka and surrounding areas, (or the ability to quickly learn this information), including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances.
- Comprehensive knowledge of current fire suppression and firefighting techniques, including all related equipment.
- Thorough knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures.
- Thorough knowledge of hydraulics as applied to pump operation and fire equipment.
- Thorough knowledge of all safety practices involved in fire suppression and firefighting.
- Skill and ability to effectively use firefighting equipment.
- Ability to make determinations as to the best course of action for fighting fires or responding to other related emergency situations under pressure.
- Ability to supervise, coordinate and evaluate the work of others.
- Ability to work under extremely stressful situations which result from responding to emergency situations, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Ability to investigate fires and fire related situations;
- Ability to work within a command structure requiring strict adherence to the following of orders.
- Ability to always remain on call unless leave is approved by the Fire Chief.
- Ability to add, subtract, multiply, divide and derive percentages.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or GED, preferably supplemented by an associate degree in Fire Science, Public Administration or a closely related field; and
- Considerable related firefighting experience, preferably with some supervisory role; or

- Any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska.
- EMT-I certification in the State of Alaska, advanced certification preferred, and ability to maintain an active certification on an on-going basis.
- Required to obtain International Code Council (ICC) Building Plans Examiner certification within 12 months of employment; and
- Obtain ICC Fire Inspector certification within 24 months of employment.

Essential Physical Abilities & Workplace Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise.
- Sufficient vision or other powers of observation, which permits the employee to observe and supervise a fire or related emergency scene.
- Sufficient manual dexterity, which permits the employee to operate equipment used in firefighting.
- Sufficient personal mobility and physical reflexes, which permits the employee to perform all duties involved in protecting lives and property.
- The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger.

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