



CLASS SPECIFICATION FOR:

Assistant Fire Chief

General Statement of Duties:

Provides administrative oversight for the planning, organization, direction, and coordination of the activities of an assigned shift or organizational division, including ensuring an active quality management process for their assigned area; manages and supervises assigned Fire Battalion Chiefs and Fire Captains; provides input and guidance on strategic decisions as a member of the Executive Staff; represents a Deputy Fire Chief or the Fire Chief as required; responds to significant emergency and disaster incidents when necessary as determined by highly unusual circumstances; may respond to incidents to evaluate the emergency response personnel and operations; prepares and monitors approved budget; serves as the primary point-of-contact for leadership communications; attends assigned local, regional, state, and national meetings; serves as an ESF-4 representative in the Emergency Operations Center; performs other related duties as required.

Distinguishing Features of Class:

An incumbent in this classification is responsible for an assigned shift or organizational division and is a member of the executive leadership staff along with the Deputy Fire Chief and Fire Chief. Primary duties and responsibilities are the administrative oversight, management and supervision of the assigned shift or organizational division as well as the strategic planning and implementation necessary for preparing the assigned shift or organizational division for optimal performance and achieving the Division of Fire's goals. When assigned to an operational shift, the Assistant Fire Chief's primary role is to employ a variety of techniques such as analyzing data to identify opportunities for improvement and other needs, determining resource and training needs, implementing approved strategies to support the Division of Fire's long-term operational needs and goals, and observing incident responses to ensure the members of their command team and shift respond appropriately to the incident and perform safely and proficiently. When assigned responsibility for an administrative division, the role of the Assistant Chief is to ensure the safe, effective, and efficient completion of assigned goals, projects and initiatives in support of the Division of Fire's immediate, short-term and long-term needs and goals. Serves under the general supervision and administrative direction of a Deputy Fire Chief. The Assistant Chief has direct responsibility for all activities of their assigned shift or organizational division. In contrast, a Fire Battalion Chief has responsibility for all emergency response activities within their assigned operational battalion, or for the day-to-day administrative work of an assigned section in an organizational division. In additional contrast, a Deputy Fire Chief, commands responsibility for a branch of the Division of Fire, which may include one or more Fire Assistant Chiefs or other direct reports, as well as multiple operational divisions.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Provides administrative oversight to ensure safe and effective operations of their assigned shift or organizational division by planning, organizing, delegating, directing, and supervising the work of a large staff in assigned area(s) of responsibility;
- Performs all supervisory responsibilities necessary to effectively supervise subordinate supervisory staff which may include Fire Captains and Lieutenant, and non-supervisory direct reports, serves as a coach and mentor in the professional development of personnel on the assigned shift or in the assigned organizational division;
- Participates in recruitment activities, serves on promotions boards, makes recommendations for transfers, promotions, disciplinary actions, commendations, etc.;
- Ensures the development of relevant criteria to evaluate the performance of their assigned employees, directs the collection of relevant data, interprets the output and outcome measurements, and coordinates changes to ensure improvements necessary for safe, effective, and efficient operations and achievement of the Division of Fire goals;
- Utilizes an active quality management process for the assigned area's operations and personnel, evaluates personnel and operations, identifies opportunities for improvement, training needs and resources;
- Prepares and monitors the annual budget and spending plan for the assigned cost centers, including evaluation the effectiveness of expenditures and identifying options to ensure that funds are utilized as appropriate and in the most efficient and effective manner;
- Compiles and maintains a variety of data and prepares related reports and other documents;
- Observes incident responses to ensure the members of their command team and shift respond appropriately to the incident and perform safely and proficiently, may assume command of significant emergency and disaster in highly unusual circumstances;
- Maintains effective working relationships with other County agencies, developing strategic partnerships to achieve departmental goals and objectives, including collaborating and interacting on a regular basis both orally and in writing as well as face-to-face;
- Represents the department at various local meetings and public appearances before citizen groups, volunteer organizations, political constituents, and the news media;
- Serves as a member of the Executive Management Team and the Division of Fire's representative at various meetings, on



CLASS SPECIFICATION FOR:

Assistant Fire Chief

- committees and at other activities, functions and events as assigned at the local, state, regional and national levels;
- Represents the Fire Chief and/or the Deputy Fire Chief at various functions as assigned;
 - As directed, serves as a Deputy Fire Chief or Fire Chief during their absence;
 - Recommends, develops, implements and follows policies, procedures, and standard operating procedures and directives;
 - Identifies laws, including proposed laws and proposed law changes, affecting suppression, emergency medical services, emergency response, incident command and internal policy, recognizes implications for the department, and notifies the Executive Management Team;
 - Understands and is consistently accurate in interpretation and application of department and County policies and procedures;
 - Develops and maintains a comprehensive up-to-date knowledge and understanding of emergency response operations and the resources, personnel, department technology and department-specific equipment utilized in support of department operations; as well as emerging new trends in managing operations, technologies and equipment;
 - Maintains and demonstrates the physical capability and proficiency in general firefighting and EMS duties.
 - Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Comprehensive knowledge and understanding of current and emerging trends in fire administration, fire suppression, rescue, prevention, and emergency medical services principles, practices, apparatus and equipment comprehensive knowledge of available resources, personnel, department technology and department-specific equipment utilized in support of department operations; comprehensive knowledge of national, state, and local fire prevention and building codes; comprehensive knowledge of County and departmental rules, regulations, policies, procedures, and directives; comprehensive knowledge of safety rules/regulations and accident-prevention practices; demonstrated ability to implement the incident command system to manage a major emergency incident or function as an officer in the incident management system; demonstrated ability to effectively plan, organize, delegate, direct, and supervise the work of a large staff in assigned area(s) of responsibility; basic financial skills with a sound working knowledge of the operating, financial, budgetary and purchasing systems of the Division of Fire and County Government; demonstrated ability to be consistently accurate in interpreting, explaining, and enforcing regulations; sound skills in the practices of data collection and management with the demonstrated ability to prepare a variety of reports and other relevant documentation; excellent organization skills with the demonstrated ability to plan and execute the work of a large division effectively to successfully achieve goals and to complete assigned tasks accurately and within established deadlines; ability to multi-task; professional integrity including the ability to maintain the integrity of confidential and/or sensitive information and processes encountered during the course assigned duties, emergency and incident responses; ability to read, and consistently comprehend, interpret, apply and communicate technical and regulatory information accurately; sound demonstrated political savvy and astuteness; excellent critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures under adverse and emergency conditions; demonstrated sound computer skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; visual and hearing acuity sufficient to enable safe conduct and operations under adverse and emergency circumstances; excellent written and verbal communication skills with the ability to interact professionally with diverse populations; excellent interpersonal and communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, County staff and officials, the public, and other relevant stakeholders; demonstrated personal accountability; demonstrated excellent supervisory skills with the ability to foster and maintain high morale and engagement; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County internal and external stakeholders. May require the ability to work a flexible schedule as needed.



CLASS SPECIFICATION FOR:
Assistant Fire Chief

Minimum Education and Experience:

- Education: Four (4) year degree in Fire Science or other relevant field of study;
Experience: Minimum of ten years (10) years of service as a sworn uniformed member of the Division of Fire, including at least one (1) year of service as a Fire Battalion Chief;
- OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license and a safe driving record to perform assigned duties at various locations Countywide.
- An annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the position.