

**CITY OF AUBURN HILLS  
FIRE DEPARTMENT  
PERSONNEL GUIDELINE**

<b>SUBJECT:</b> Position Description Assistant Chief of Operations	<b>NUMBER:</b> 115
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<b>EFFECTIVE DATE:</b> August 1, 2003	<b>REEVALUATION DATE:</b> August 1, 2004
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**PURPOSE**

To establish the duties and responsibilities for the position of Assistant Chief of Operations for the City of Auburn Hills Fire Department as defined by the accompanying position description.

**GUIDELINE**

In the position of Assistant Chief of Operations the individual will assume the authority and responsibility of command due persons of this rank. At incident scenes, the individual will work under the supervision of the Fire Chief. In the absence of the Fire Chief the individual may assume command as highest ranking officer.

## **POSITION DESCRIPTION**

Class Title:	Assistant Chief of Operations	Job Code Number:	23390.01
Department:	Fire	Grade Number:	6
Division:	Administration	Union:	Exempt
Date:	08/01/03	Location:	Public Safety Bldg.

### **GENERAL SUMMARY**

This is a nonunion, FLSA Exempt classification which is responsible for the daily operation of the Operations Division to include recruiting, training, suppression, EMS, and maintenance to minimize or prevent the loss of life and property by fire. This employee will also assist with the Fire Prevention Division which includes plan reviews, inspections, and public education. The employee performs a wide variety of duties, including assisting the Fire Chief, and in the Chief's absence, performing all of the duties of the Fire Chief in the development of departmental policies and procedures, the planning and budgeting functions of the department; developing plans of action for a variety of fire prevention and operational situations; coordination of fire related activities; setting of schedules, disciplining employees, investigating and responding to citizen and employee complaints; and performing related work as assigned.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Fire Chief.

### **SUPERVISION EXERCISED**

This employee is responsible for assigning, supervising, training, evaluating, disciplining and otherwise deploying employees within the Operations Division.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assumes the duties and responsibilities of the Fire Chief in the event of the Chief's absence.

Assists in the planning, coordination, supervision, and evaluation of Fire Department operations.

Assists in the development of policies and procedures for the department in order to implement directives from the City Manager.

Plans and implements departmental programs for the Operations Division in order to implement policies and goals of the Fire Chief, City Manager, and City Council; reviews division performance and effectiveness, and formulates programs or policies to alleviate deficiencies.

Coordinates the information gathered and tasks accomplished by staff; assigns staff to special assignments as the need arises.

Assures that staff are scheduled on shifts or in work units which provide optimum effectiveness; monitors overtime, and evaluates staff performance annually.

Develops and coordinates the preparation and presentation of assigned portions of the budget for the department; directs the implementation of the departments budget in assigned area; plans for and prepares specifications for new or replacement equipment in assigned area.

Directs the development and maintenance of systems, records and keeps documents that provide for the proper evaluation and control of department operations in assigned area.

Handles complaints, maintains discipline and the conduct and general behavior of assigned personnel.

Prepares and submits periodic reports to the Fire Chief regarding division activity, and prepares a variety of other reports as assigned.

Meets with elected or appointed officials, other fire officials, community and business representatives, and the public on all aspects of the department operations.

Directs, and when necessary, conducts public information programs including training, equipment demonstrations, fire safety lectures and personnel recruiting. Such programs may be for municipal officials, civic organizations, community groups, schools, and other organizations or institutions.

Coordinates development and updates of strategic plans, City Emergency Operations Plan, Firefighter Right-To-Know, and mutual aid plans.

Plans, coordinates, and when necessary, conducts fire and emergency services training; develops instructional outlines to include task analysis, performance objective, instructional materials and instructional methods.

Directs the training of all new employees; assesses training levels of all department personnel, establishes training goals for employees designed to exceed the minimum training requirements specified.

Directs the recruitment, completes the preemployment process and recommends to the Fire Chief candidates for the position of paid-call firefighter.

Directs fire fighting and other emergency services, including supervision of other personnel involved in suppression operations, emergency medical services, the maintenance of apparatus, equipment, and fire department facilities.

Performs duties in conformance with Federal, State, County, and City laws and ordinances.

### **PERIPHERAL DUTIES**

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities as needed.

Assists in other department administrative activities as assigned.

Attends conferences, training and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Department in a variety of local, county, state and other meetings.

Serves as a member of various employee committees.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from a college or university with an associates degree in fire science, public administration or closely related field, or
- B. Ten (10) years experience in fire and emergency medical services work, five (5) of which must have been equivalent to the rank of Lieutenant or higher, and
- C. Completion of the Michigan Firefighters Training Council Firefighter II, Fire Officer III, Hazardous Materials Operations, Certified Training Instructor, Michigan Department of Public Health Emergency Medical Technician, I.C., Automatic External Defibrillator, American Heart Association Cardiopulmonary Resuscitation I.C.,
- D. Completion to the National Fire Academy Instructional Methodology Program, and Executive Fire Officer Program.
- E. An equivalent combination of education and experience may be considered.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- A. Extensive knowledge of modern Fire/EMS instructional principles, procedures, techniques and equipment; working knowledge of fire suppression techniques and equipment; working knowledge of first aid; working knowledge of incident command; fire fighting tactics, fire control and hydraulics as demonstrated through State of Michigan certifications; Considerable knowledge, of applicable laws, ordinances, departmental standard operating procedures and regulations.
- B. Skill in the operation of the tools and equipment listed;
- C. Ability to effectively apply standard instructional techniques; Ability to act effectively in emergency and stressful situations; Ability to give and receive verbal and written instructions; Ability to communicate effectively orally and in writing; Ability to establish effective working relationships with employees, other agencies, and the general public; Ability to meet special requirements.

### **SPECIAL REQUIREMENTS**

- A. Must possess, or be able to obtain by time of hire, a valid State of Michigan driver's license without record of suspension or revocation in any State;
- B. No felony convictions or disqualifying criminal histories within the past seven years;
- C. Ability to meet departmental physical standards.

### **TOOLS AND EQUIPMENT USED**

Fire Apparatus, fire pumps, hoses, self contained breathing apparatus and other standard fire fighting equipment, ladders, medical equipment, radio, pager, personal computer, fax, calculator, telephone, audiovisual equipment and multi-gas metering devices.

### **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the field, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency stressful situations. Individual is exposed to hearing alarms, and hazards associated with fighting fires, and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, solvents, oils, blood borne pathogens and communicable diseases.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate assessment testing and interviews; oral interview; background check; conditional offer of employment; physical agility; preemployment medical examination; drug screening; psychological screening and final selection.

These examples of duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job 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 job change.