

# Grissettown Longwood Fire & Rescue

## ASSISTANT CHIEF

### GENERAL DEFINITION OF WORK

Perform responsible administrative and assisting coordination activities involving all Fire Department activities; responsible for the establishment of department policies, procedures and guidelines including those pertaining to firefighting and fire prevention operating standards within the limitations of the laws, regulations and policies from higher authority. Work also includes in assisting in preparation of the annual budget; recommendation for capital improvements; administration of a comprehensive personnel program that includes selection, placement, discipline and training. Assisting in supervises directly or through subordinate fire officers, all personnel of the fire department. The 2ndAssistant Chief will answer directly to the 1st Assistant Chief.

### TYPICAL TASKS

- Plans, organizes, and directs all department fire suppression, life saving services and fire prevention programs, in the absence of the Fire Chief.
- Assisting supervise directly or through subordinate fire officers all personnel of the department; takes personal command, or through subordinate fire officers, of the activities at all major fire/incidents, in the absence of the Fire Chief..
- Assisting in approves training plans and programs for the department and maintains department fire fighting efficiency.
- Assisting directs the preparation and analysis of department records and reports to secure efficient operation, to meet service demands, and to comply with authorized requests for information regarding department activities and personnel.
- Attends national, regional, state, and local conferences, conventions, and other educational meeting to keep abreast of modern firefighter methods and administration.
- Cooperates with other departments and other local, state, and federal organizations to improve firefighting, and related methods and techniques.
- Enforces department policies and procedures necessary for orderly department operations and maintains compliance with federal, state, and recognized policy making entities (i.e. NFPA).
- Assisting supervise the maintenance, repair and replacement of all equipment and ensure that all equipment and buildings are properly maintained and in good working order; Attends training programs oriented to the duties of the 1st Assistant Chief.

- Provides for attendance/ membership on all necessary associations, boards, committee's etc; to ensure department representation.
- Responds to emergency calls as necessary and may assume command and direct activities under the department's jurisdiction and authority.
- Delegate authority and responsibility for the achievement of the department's goals; objectives and priorities.
- Ability to complete written reports for fire, medical emergencies, and pre-analysis reports.

## KNOWLEDGE AND ABILITIES

Thorough knowledge of the command structure of the fire department; Considerable knowledge of fire administration; ability to supervise subordinates, maintain discipline, direct training, and cooperate with other fire officers and fire personnel thorough knowledge of firefighting techniques and procedures as applied to fire suppression; general knowledge of fire prevention and pre-planning strategies and techniques; ability to reduce relatively complex ideas into easily understood presentations; Thorough knowledge of technical firefighting principles and principles of hydraulics as applied to fire suppression; thorough knowledge of department rules and regulations and SOG's Thorough knowledge of supervisory principles and practices; thorough knowledge of street system and physical layout of the fire district; NC certification in the following classes; Hazardous Materials Awareness and Operations Level, Firefighter I and II; NC certification in the following classes or the intent of completing certifications in a reasonable amount of time: Emergency Medical Technician Basic, Fire Service Instructor, Fire Officer I and II; thorough knowledge of the Incident Command System and Accountability; thorough knowledge in the principles and techniques of accident extrication; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with fellow member and the general public; possession of mechanical aptitude; physical endurance and agility.

## EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school, minimum of five (5) years of extensive experience in firefighting work of a progressively responsible nature; must maintain a valid North Caroline driver's license.

## REQUIRED STATE OR IFSAC CERTIFICATIONS

IFSAC Firefighter I & II  
 Fire & Life Safety Educator I, II & III  
 IFSAC Driver Operator (Pumps & Aerial)  
 IFSAC TR VMR Rope Specialty  
 IFSAC TR Wilderness  
 NC EMT B or greater  
 Fire Officer Level I  
 Fire Officer Level II  
 Fire Instructor General Level II  
 NC Class B Driver's License  
 Chief 101  
 Haz Mat Operations



