



CITY OF SPRINGDALE
Position Description

POSITION TITLE: Assistant Fire Chief

Exempt (Y/N): Yes

DEPARTMENT: Fire

DATE PREPARED: July, 2012

SUPERVISOR: Fire Chief

SUMMARY

The incumbent is responsible to assist in decision making and operations of the fire department. Responsible to stand in for Fire Chief in his absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Supervise the division chief of operations, fire marshal, and clerical staff.
2. Answer requests from lawyers for health information on patients.
3. Direct and administer billing for delivery of all emergency and non-emergency billable responses.
4. Act as Fire Chief in the Fire Chief's absence.
5. Assist with development and management of the fire department budget.
6. Coordinate activities with division chief of operations.
7. Assist with development of policies and standard operating guidelines.
8. Administer and enforce city, civil service and department policies.
9. Oversee and manage the department's radio communication system.
10. Manage building and grounds maintenance as needed.
11. Perform other duties as required or assigned.

Budget Responsibility: \$ 7MM Annual dollars
Facilities and Equipment Responsibility: \$ 40MM Total value

SUPERVISION RESPONSIBILITIES

Directly supervises three to five subordinate supervisors who supervise a total of 116 employees in the department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Bachelor's degree (B.A.) from four year college or technical school and eight years of related experience and/or training; or equivalent combination of education and experience and a minimum of five years of management experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain knowledge and abilities to direct all fire personnel based on certificates, licenses and training required of a Battalion Chief and on-going Executive Officer's training.

INTERNAL COMMUNICATIONS

Regular contacts within the department and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with vendors, citizens, attorneys, collection agencies and media.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, Microsoft Office Suite and standard office equipment. Proficiency in the use of all firefighting equipment is required.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

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 and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds.

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.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration. The noise level in the work environment is usually moderate.