

POSITION DESCRIPTION

Position Title:	Assistant Chief-Fire/Rescue	Reports To:	Chief of Department
Work Location:	ESD #46/Atascocita VFD - HQ	Prepared By:	Mike Mulligan
Department:	Fire Division	Position Type:	Paid – Exempt (ESD)
Approvals:		Date:	6/14/2015

JOB SUMMARY:

Provides managerial support for the operational functions of Harris County Emergency Services District #46/Atascocita Volunteer Fire Department. Serving as an advisor to the Chief of Department, this position formulates policy and procedures and presents final recommendations to the Chief of Department for approval. Responsibilities include, but are not limited to: District/Division Chief supervision, division budget planning, sundry projects as assigned and organization of divisions, in alignment with department goals and objectives and in accordance with the organization's vision, mission and core values. Takes command responsibility at emergency and non-emergency incidents and serves as a liaison between the department and local, state and federal agencies when needed.

ENTRY QUALIFICATIONS:

- Four year degree in one of the following disciplines or an equivalent combination of experience and education: fire science, emergency management, business management, or similar field
- Ten or more years of combination or volunteer municipal fire service experience reflecting increasing levels of responsibility
- Five years of recent, uninterrupted, combination or volunteer municipal fire service management experience (Captain or higher) or comparable private sector management experience, immediately prior to application
- Possess National Registry and/or Texas DSHS certification as and EMT Basic or above
- TCFP Basic Firefighter or higher
- TCFP Fire Officer II or higher
- TCFP Instructor I or higher
- NIMS 100, 200, 300, 400, 700 and 800 certification

TRAINING REQUIREMENTS:

- TCFP Instructor II certification within 12 months of appointment
- TCFP Fire Officer III & IV certification within 12 months of appointment
- Blue Card Certification with 12 months of appointment
- Become proficient in all departmental management software including: project management, fire reporting, EMS reporting, accounting, etc.

RELATIONSHIP RESPONSIBILITIES:

This position is responsible for direct management of the fire division.
This position works closely with its EMS Division counterpart to ensure homogenization of policies and alignment with the organization's vision and mission.
All subordinate officers (i.e.: District/Division Chiefs, Captains and Lieutenants) report through a paramilitary chain of command to this position.
This position will report directly to the Chief of Department, as an ESD employee, and be available to the AVFD Board of Directors and the ESD #46 Board of Commissioners.

SCOPE OF RESPONSIBILITIES / ACCOUNTABILITY:

- Manages responses for emergencies by organizing and supervising operational staff; determines priorities in alignment with department vision, mission, core values, goals and objectives
- Provides for the recruitment, training and evaluation of Sr. Command Staff
- Responsible for personnel discipline making final recommendations to the Chief of Department
- Formulates and implements policies and procedures necessary for the operational functions of the department
- Responsible for fire division budget, providing recommendations to the Chief of Department, with justification from long range plans
- Ensures that equipment, personal protective equipment, apparatus and supplies are specified, purchased, received and distributed in an effective manner and consistent with department and regulatory standards
- Establishes division priorities in line with department goals and community needs
- Assumes command of emergency incidents when assigned or necessary
- Functions as a Duty/Response Chief on a set scheduled basis

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

WORK ENVIRONMENT:

This position will spend 60% of the time in an office or meeting environment, 30% of the time in a vehicle and 10% of the time outside during emergency events

PHYSICAL DEMANDS:

Uses all senses. Standing, walking, climbing, bending and lifting daily. Must be physically fit enough to affect fire suppression operations or rescue operations at an emergency scene.