

# **Charlotte Fire Department and Rural Fire Association Policy #113**

## **POSITION DESCRIPTION: ASSISTANT FIRE CHIEF**

### **I. ASSISTANT CHIEF APPOINTMENT**

The Assistant Chief shall be elected by the firefighters, recommended by the Fire Chief and approved by the governing body. The Assistant Chief shall report directly to the Fire Chief or in the absence of the Chief to the governing body.

### **II. GENERAL DESCRIPTION OF DUTIES**

In the absence of the Fire Chief, the Assistant Chief directs all operations of the fire department; conducts interviews; makes hiring recommendations; supervises all fire department personnel; and develops policies and procedures to insure compliance with federal, state and local ordinances.

### **III. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans, directs and exercises general supervision of departmental operations.
2. Makes and reviewing all personnel assignments within the department.
3. Enforces policies and procedures.
4. Makes recommendations for the appointment, promotion and dismissal of fire department personnel.
5. Assists in the preparation and administration of the departmental budget and maintaining expenditures within revenues provided.
6. Coordinates fire department activities with other municipal departments.
7. Supervises fire prevention activities.
8. Maintaining professional development by attending meetings, conferences and seminars, etc.
9. Recommends the purchase of new equipment and directing the drafting of specifications for the equipment.
10. Develops long term plans for improving and maintaining cost effective operations.


11. Responsible for records and reports.
12. Supervises the maintenance, repair, improvement and replacement of fire fighting equipment, radio equipment and property of the fire department.
13. Supervises programs for the training of fire fighting personnel in modern methods of fire fighting and in use and care of equipment.
14. Assures that an incident command system is used at all emergency operations.
15. Authorizes the release of information to the press.

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

#### IV. MINIMUM EDUCATION AND TRAINING

An equivalent combination of education and experience listed below may be considered.

- A. High school graduate or GED equivalent.
- B. Five (5) years of experience in fire service, two (2) of which must be at the rank of \_\_\_\_\_.
- C. Completion of the Michigan Fire Fighters Training Council Firefighter II; Fire Officer II, Hazardous Materials Operation, Michigan Department of Public Health Medical Responder, Automatic External Defibrillator and Cardiopulmonary Resuscitation, Haz-Mat Operations, ICS and NIMS.

AUTHORIZED BY:   
TITLE: Chief DATE: 12-2-09