

# Hurricane Fire & Rescue Hurricane, WV

## Job Description

Position	Assistant Chief
Description Number	800.202
Adopted	March 1, 2007
Effective Date	April 7, 2007
Pages	3

### SUMMARY

Supervises and coordinates activities of the Captain, Lieutenants, and Firefighters assigned to specific work areas by performing the following duties.

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

- Inspects station house, buildings, grounds, and facilities, and examines fire trucks and equipments, such as ladders and hoses, to ensure compliance with departmental maintenance standards.
- Responds to fire alarms and determines from observation, nature, and extent of fire, condition of building, danger to adjacent buildings, and source of water supply, and directs firefighting crews accordingly.
- Trains subordinates in use of equipment and methods of extinguishing all types of fires.
- Evaluates efficiency of personnel
- Inspects commercial establishments in assigned district and reports fire hazards or safety violations to Fire Prevention.
- Compiles report of each fire call, listing location, type, probable cause, estimated damage, and disposition.
- Responds to incidents to render emergency medical treatment.
- Recommends corrective measures for fire hazards or safety violations to building owners.
- Conducts fire drills for occupants of buildings.
- Supervises and coordinates activities of fire companies fighting multiple alarm fire until relieved by superiors.
- Writes and submits proposal for new equipment or modification of existing equipment to superiors.

### SUPERVISORY RESPONSIBILITIES

Directly supervises personnel. Carries out supervisory responsibilities with the organization's policies and applicable laws. Responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training members; planning, assigning, and directing work; appraising performance, rewarding and disciplining members; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Senior membership for one year and five-years related experience and/or training; or equivalent combination of education and experience. Reference Hurricane Fire & Rescue By-Laws for minimum requirements.

## **LANGUAGE SKILLS**

Ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups or managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain current certification by the State of West Virginia as a Fire Fighter, Fire Officer I and working toward a higher officer certification. Must maintain a valid West Virginia Drivers License, which allows for the operation of Hurricane Fire & Rescue apparatus.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the member is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The member must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a member 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 duties of this job, the member is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme heat, and risk of electrical shock. The member is frequently exposed to wet and/or humid conditions and explosives. The member is occasionally exposed to high, precarious places; extreme cold; infectious disease; and risk of radiation. The noise level in the work environment is usually very loud.