



Position: Assistant Fire Chief-Operations
Department: Fire

Unit: Non-Union
FLSA Status: Exempt

Summary Description

The Assistant Fire Chief-Operations performs a variety of administrative, supervisory and technical work in the administration of department activities. This position has responsibility for the management of the department's fire suppression, emergency medical, technical rescue, hazardous materials, and training programs.

Supervision/Accountability

Accountable to the Fire Chief. This position exercises direct and indirect supervision, as assigned, over department personnel including Battalion Chiefs, Lieutenants, Fire Fighters, and clerical staff.

Major Duties/Essential Functions

- Performs highly responsible duties serving as a confidential staff advisor to the Fire Chief; recommending, implementing and enforcing policies and procedures related to department operations.
- Assists the Fire Chief in developing annual departmental goals and objectives, preparing operational budgets, and recommending equipment purchases.
- Manages the department's fire suppression, emergency medical, technical rescue, and hazardous materials programs. Provides oversight for supporting programs to include water supply, communications, equipment, and shared services/MABAS.
- Manages the department's training program to include the development of training models and competencies based on state and national standards. Manages the department's probationary fire fighter and officer development training programs to include onboarding, ongoing training, and regular evaluation.
- Assists with the development and implementation of hiring and promotional processes.
- Evaluates work performance of subordinates, prepares employee evaluations and effectively recommends hiring, transfers, promotions, suspensions and other disciplinary matters of subordinates.
- Assists in the development and maintenance of an effective system of records and reports for all program areas. Provides annual appraisals on program activities.
- Serves as department liaison for committees and attends meetings, as assigned by the Fire Chief.
- Assists in planning and implementing public fire safety education programs.
- When necessary, functions as a chief officer at emergency incidents.

Minor Duties/Responsibilities

- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Coordinates activities with other supervisors or other City Departments and exchanges information with officers in other fire departments. Maintains contact with the general public, department officers and other City officials in the performance of fire department

activities.

- Establishes and maintains a positive working relationship with members of the community and other employees.
- Attends training courses, meetings, and conferences as directed by superior. May be required to confer with citizens on problems, concerns and accidents
- Confers with Fire Chief on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.
- Responds as a member of a medical team to bring basic or advanced emergency medical care to the citizens of the community. Performs emergency aid activities including administering first aid and providing other assistance as required.
- Performs duties as a certified Firefighter/EMT according to criteria and standards set forth by the department, when assigned.
- Responsible for notifying the appropriate City department when violations of City Codes and Ordinances are observed on the job.

Knowledge/Skills/Abilities

- Knowledge and understanding of work rules, and Standard Operating Guidelines. Knowledge of national, state and local laws and fire/safety codes.
- Knowledge of fire suppression techniques, emergency first aid, natural and man-made disasters, fire control and extinguishment, and combustible and flammable materials. Considerable knowledge of training techniques.
- Extensive knowledge of City geography including streets, fire hydrant locations and the building numbering system.
- Thorough knowledge of occupational hazards and standard safety precautions necessary in the work.
- Knowledge of policies and procedures established for the department. Working knowledge of driver safety; working knowledge of emergency medical services.
- Knowledge of municipal fire department administration. A Full knowledge of the City's EOP and local, County, State, and Federal procedures in regards to disaster response.

Skill/Ability

- Considerable ability to plan, organize, manage and administer training activities requiring coordination with others.
- Ability to work effectively with employees, other agencies and the public.
- Ability to accept responsibility, to make decisions, to delegate responsibility and to motivate people toward a coordinated effort; the ability to establish and maintain effective interpersonal relationships with employees, other divisions and the public;
- Ability to communicate effectively, verbally and in writing;
- Ability to ensure compliance with and follow standard safety practices and procedures common to fire safety programs.
- Ability to research and obtain pertinent information through various resources including state statutes and administrative regulations.
- Ability to read and understand codes and, ordinances. Ability to work independently with only occasional review of work performance or records.
- Ability to use personal computer equipment to access, retrieve, or input information.
- Ability to operate fire suppression and other emergency equipment;
- Ability to apply training to others to learn standard firefighting, emergency aid, hazardous materials, and fire prevention techniques;
- Ability to perform strenuous or peak physical effort during emergency, training or station

maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke;

- Ability to act effectively in emergency and stressful situations; skilled in all types of equipment and vehicle operation.
- Ability to deal with difficult working conditions and all types of weather.
- Ability to work in high places and in hazardous areas.
- Ability to ensure and follow standard safety practices and procedures;
- Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling.
- Ability to prepare, organize and maintain office data, reports and systems; Ability to perform required mathematical computations.

Education/Experience

Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying. Minimum education and experience requirements are an associate degree or 60 credits towards a bachelor's degree, both in a job-related field; and a minimum of two years' experience as a Lieutenant or Battalion Chief with the Oak Creek Fire Department.

A bachelor's degree is required within four years of appointment for current Oak Creek Fire Department Lieutenants. Current Oak Creek Fire Department Battalion Chiefs will be allowed a total of four years from their date of promotion to Battalion Chief to complete their bachelor's degree.

Effective January 1, 2025, a bachelor's degree will be required at time of appointment.

Licenses/Certifications

Requires the following certifications at time of appointment:

Valid Wisconsin motor vehicle operator's license
Wisconsin Fire Officer I Certification
Wisconsin Emergency Medical Technician-Basic
Wisconsin Firefighter II Certification
NIMS 100, 200, 300, 400, 700, 800

Required within one year of appointment:

Emergency Services Instructor (must maintain certification during tenure as operations chief)

Required when assigned:

Wisconsin Fire Apparatus Drivers/Operator Certification
Wisconsin State Fire Inspector Certification
Wisconsin Emergency Medical Technician-Paramedic (when assigned)
Nationally Registered EMT-Paramedic (when assigned)

Failure to maintain required certifications and licenses, or failure to obtain requirements within the time limits is cause for suspension, demotion, or termination.

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.

- While performing the duties of this job, the employee is regularly required to use hands to reach, finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is regularly required to stand and talk or hear.
- The employee is regularly required to walk; stand; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must be able to run, swim, grapple, climb, balance, bend and twist while performing normal operations.
- The employee must frequently lift, pull and/or move 100 pounds for extended periods and occasionally in excess of 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Far and near vision requirements as follows: 20/40 in one eye and 20/100 in other eye, both uncorrected, or 20/20 in one eye and 20/40 in other eye, both corrected.
- Must be certified to wear a respirator.

The tasks listed below describe more specifically the abilities required for the position.

- Stamina - vent a roof, pull charged hose line, strip roof with pike pole, climb stairs with equipment, carry hose up multiple flights.
- Extend Flexibility - roll/pull hose, remove ceiling with poles, push ladder to peak, reach out from ladder, chop with ax, extricate victim, overhaul burned building, remove building parts.
- Dynamic Flexibility - chop with ax, pick up hose, advance hose, strip roof, perform CPR/chest compression.
- Static Strength - carry hose, lift/carry victim/patient, move charged hose, lift ladder, move generator.
- Explosive Strength - force entry with ax/battering ram, raise ladder, run up stairs with equipment, breach walls, pull advance hose, chop with ax to vent roof.
- Dynamic Strength - climb ladder/stairs in full turnout with equipment, climb aerial ladder.
- Trunk Strength - pull charged hose, perform CPR, pick up equipment at fire, hold hose on fire target, lift victim.
- Speed Limb Movement - dodge debris, chop with ax, use mask, pump manual pump, exit burning building, operate tiller for aerial rig, perform CPR, run/drive rig.
- Gross Body Coordination - climb/descend ladder with victim, advance charged line while maintaining flow on target, walk across roof ridge, operate power saw.
- Gross Body Equilibrium - walk icy roof peak at night, carry patient down stairs, swing ax from ladder.
- Arm-Hand Steadiness - take blood pressure/pulse, operate power tools, perform CPR, apply traction to limb/neck of victim, connect hose couplings.
- Manual Dexterity - couple hoses; perform CPR, bandage patient, use tools/extraction equipment, use air bag ventilator, tie knots, use SCBA.
- Finger Dexterity - maintain/open SCBA equipment, bandage patient, remove object from patient airway with Magill forceps, tie knots, and perform infant CPR.
- Near Vision - patient assessment, read manuals/pump control panel.
- Far Vision - drive to fire, visualization of fire condition, see power lines for safe ladder placement, see addresses.
- Visual Color Discrimination - determine fire status/hazards by smoke color, identify highway placards, assess patient.
- Hearing - hear call for help in burning building, hear fire crackle in dense smoke, hear blood pressure.

- Mobility - advance hose line, climb ladder, search/rescue in building, move on roof, slide down pole, get on/off equipment.
- Effort - chop/vent roof, overhaul burned buildings, advance charged line up stairs, climb stairs/ladder, use ax.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: 
Fire Chief

Revision History:
April 1, 2020
December 9, 2019