



**Position Title:** Assistant Fire Chief - Administration  
**Department:** Fire

**Union:** Non-Union  
**FLSA Status:** Exempt

### **Summary Description**

The Assistant Chief of Administration performs a variety of administrative, supervisory and technical work in the supervision and administration of Department personnel and budgets. This position functions to ensure that goals and objectives covering fire suppression, fire prevention, rescue operations, and emergency medical services are achieved in pursuit of excellence in customer service.

### **Supervision/Accountability**

Works under the direct supervision of the Fire Chief and supervises the Battalion Chiefs of Operations, Training, and Prevention. In the absence of the Fire Chief, the Assistant Chief of Administration assumes the role, responsibilities, and authority of the Fire Chief.

Responsible for all administrative functions, including but not limited to policies and procedures, information technology, records, personnel, operating budget, planning, logistics, capital expenditures, buildings, and equipment.

### **Major Duties/Essential Functions**

- Performs highly responsible duties serving as a confidential staff advisor to the Fire Chief in researching, recommending, crafting, implementing and enforcing policies, directives and procedures.
- Assumes or assists incident command in all fire-fighting, rescue, and operations during an incident concerning the Department until command is transferred.
- Determine how to deploy personnel during periods requiring special fire department response and assigned activities. Using independent judgment, initiative and skills makes recommendation to the Fire Chief regarding all matters concerning fire protection, rescue procedures, and emergency medical systems.
- Assists in long-range planning and implementation of departmental budgets. Assists the Fire Chief in the planning process for capital projects and the drawing of specifications for new equipment.
- Responsibility for researching potential Department grants, securing applications, meeting timelines, and coordination compliance of grant awards. Leads teams in the pursuit of grant targeting in achieving Department goals and objectives.
- Assists in the development of minimum standards of training and technical competence for all fire department personnel; delivers specific Department training as necessary. Becomes knowledgeable in and ensures the utilization of the National Incident Management System (NIMS) and the National Response Framework (NRF).
- Assists the Fire Chief as Director of Emergency Management in planning, coordinating, and administering training requirements for all City departments. Disseminates appropriate information relative to threats and terrorist activities to City departments and the public. Maintains individual sections and coordinates revisions in the City's

#### Emergency Operations Plan (EOP).

- Assists in developing plans for special assignments such as Homeland security, emergency preparedness, communications, training programs, firefighting, hazardous materials, or emergency medical activities, as well as department policies and standard operating guidelines.
- Maintains discipline and insures that personnel follow department rules and regulations. Evaluates work performance of subordinates, prepares employee evaluations and effectively recommends and participates in hiring, transfers, promotions, suspensions and other disciplinary matters of subordinates. Participates in or leads Department internal investigations of personnel and apparatus roadway crashes and injuries.
- Responsible for the development and maintenance of an effective system of records and reports of alarm responses, fire and casualty reports, personnel actions, quarters, apparatus equipment, training, hose maintenance and testing. Responsible for Department communications systems, information technology, and records/data management systems.
- Acts as the Department Communications Officer and is the direct liaison with the Joint Police/Fire Dispatch Center and coordinates the resources of the Computer Aided Dispatch System for the Department.
- Supervises the completion, maintenance and quality assurance of incident reports, personnel records on sick leave, vacations, shift exchanges, disciplinary actions, accident and injury reports, training and such other departmental forms as needed.
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.

#### **Minor Duties/Responsibilities**

- Performs station inspections on a monthly basis and drafts reports and plans for issues of importance to the Fire Chief. Responsible for building and equipment maintenance readiness for the assigned station. Develops specifications, assigns duties, and supervises work of subordinates and contractors.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances. Conducts research pertaining to actual or proposed legislative changes and provides recommendations to the Fire Chief.
- Coordinates activities with other supervisors or other City Departments and exchanges information with officers in other fire departments. Maintains contact with general public, department officers and other City officials in the performance of fire department activities. Responsible for notifying the appropriate City department when violations of City Codes and Ordinances are observed on the job.
- Attends department head meetings and Common Council meetings at the direction of the Fire Chief. Attends all command staff and open staff meetings.
- Attends training courses, meetings, and conferences as directed by the Fire Chief.
- May be required to confer with citizens on problems, concerns and accidents. Assists in planning and implementing public fire safety education programs for civic, fraternal, educational, institutional or industrial organizations and agencies.
- Confers with Fire Chief on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.
- This position is expected to cross train with the Battalion Chiefs in order to be able to cover portions of that position during short or long-term absences in that position, or as needed by the Department.
- May respond 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.

### **Knowledge/Skills/Abilities**

- Knowledge and understanding of work rules, and Standard Operating Guidelines. Knowledge of national, state and local laws and fire/safety codes, including but not limited to, the National Fire Protection Association and National Life Safety Code standards.
- 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, and pre-fire and contingency plans.
- Knowledge of legislative, legal, administrative, and fiscal processes of City government.
- Thorough knowledge of occupational hazards and standard safety precautions necessary in the work, including but not limited to, the Wisconsin Department of Commerce, COM 30 and 31, and applicable NFPA safety standards.
- Knowledge of policies and procedures established for the department. Working knowledge of driver, fire, rescue, and emergency medical services safety.
- Knowledge of policies and procedures of City administration. A Full knowledge of the City's Emergency Operations Plan (EOP) and local, County, State, and Federal procedures regarding disaster response.
- Knowledge of procedures and communication in the Mutual Aid Box Alarm System (MABAS) and the State Mutual Aid Plan.
- Knowledge of the National Incident Management System (NIMS) and the National Response Framework (NRF).

### **Skill/Ability**

Considerable ability to plan, organize, manage, and administer 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 understand, speak, and write 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**

Education level required would be a Bachelor's Degree in Fire Science or related field.

Typical experience level required would be seven (7) continuous years of progressively responsible experience in administration and supervision at a command level in a municipal fire department is required; as an Oak Creek Fire Department member, two (2) year's experience as a Battalion Chief, Captain, or Lieutenant is required.

### **License/Certifications**

Possession of a valid Wisconsin Motor vehicle operator's license required.

Requires the following certifications at time of appointment:

Wisconsin Fire Officer I

Wisconsin Fire Instructor I

Wisconsin Fire Inspector I, when assigned

Wisconsin Emergency Medical Technician–Basic (EMT-B)

Wisconsin Emergency Medical Technician–Paramedic (EMT-P), when assigned

Wisconsin Firefighter II Certification

Wisconsin Fire Apparatus Drivers/Operator Certification

National Incident Management System (NIMS): IS 100, 200, 700, and 800; ICS 300 and 400

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: 20/20 in one eye and 20/40 in other eye, both corrected.

- Must be certified to wear a self-contained breathing apparatus or respirator required to perform job requirements.

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, 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  
May 10, 1993