



## **POSITION DESCRIPTION**

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**FIRE DEPARTMENT  
ASSISTANT FIRE CHIEF / EMS & FIRE SUPPRESSION  
RANGE 66 \$60,000 - \$65,000 Annually**

**GENERAL PURPOSE:**

Performs work of substantial difficulty in which the employee is primarily responsible for EMS, fire suppression, department wide training in these areas and general administration of the Fire Department as an assistant to the Fire Chief. Coordinates fire, ambulance and other emergency activities and training with other City departments and agencies in the areas. Operates as a staff officer in the Fire Department. Will assist with budget planning, equipment and program needs. Works with Fire Chief to provide the necessary training for emergency and safety needs for other City departments.

**SUPERVISION RECEIVED:**

Generally moderate on a results achieved basis for daily operations. Oversight may be more detailed for special projects or programs. Functions daily under the standard operating procedures and policies of the Page Fire Department.

**SUPERVISION EXERCISED:**

Responsible for supervision of the Fire Department, which operates 24-hour, 2-person Fire/EMS crews with augmentation from Fire and EMS Reserves. Is responsible for the operations program of the Page Fire Department including daily operations, training and emergency status.

**DATES AND HOURS OF EMPLOYMENT:**

Works regular weekday hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., but is required to accept rotating first responder shifts, when necessary, which include nights and weekends. Also will be required to work some extra periods for special events or enforcement requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Plans, schedules and performs daily and program work in the Fire Suppression and EMS divisions. Functions as the immediate supervisor of the permanent Fire/EMS Duty Crew. Oversees and supervises the fire and EMS Reserve force.

Plans, schedules, supervises and conducts a systematic training program for the permanent and Reserve Department staff.

Coordinates, supervises and assists in training activities and ongoing programs with other fire, police, city departments and public.

Counsels and guides Reserve fire and EMS staff while promoting an environment conducive to productive reserves and additional reserve recruitment.

Participates in establishing department objectives and ensuring objectives are completed in a timely and professional manner.

Responds to various situations including structural, medical and transportation related emergencies and takes command of responding personnel and equipment.

**PERIPHERAL DUTIES:**

Maintain department records.

Attend various department and city meetings.

Other duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- (A) Graduation from high school or GED equivalent.
- (B) Completion of 2 years of advanced level course work in fire science.
- (C) 5 years progressive training in the field of fire science, inspection or any combination of experience and training which provides the required knowledge, skills and abilities for operating a fully functional fire and EMS program.

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**Necessary Knowledge, Skills and Abilities:**

- (A) Extensive working knowledge of adopted fire codes, standards, and ordinances and nationally accepted practices along with department policies, knowledge of legal procedures, and court processes.**
- (B) Considerable knowledge of building construction, materials and procedures, basic knowledge of instructional methodologies and considerable knowledge in fire protection systems and fire alarms.**
- (C) Ability to train personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public; and Ability to meet the special requirements listed below.**
- (D) Knowledge of fire protection planning and fire cause origin investigation.**

**SPECIAL REQUIREMENTS:**

**(A) Must be twenty-one (21) years of age or older at time of hire; (B) Must possess, or be able to obtain by time of hire, a valid State Driver's License (C) No felony convictions or disqualifying criminal histories within the past seven years; (D) Ability to read and write the English language; and (E) Ability to meet Departmental physical standards (F) Certification as Paramedic in Arizona preferred.**

**TOOLS AND EQUIPMENT USED:**

**Light and medium duty ambulances, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, all ranges of hand and forcible entry tools, technical medical and analytical equipment, first aid equipment, radio, pager, personal computer, and phone.**

**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.**

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**While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.**

**The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 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.**

**WORK ENVIRONMENT**

**The work environment characteristics described here are representative of those an employee 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 employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.**

**The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be high.**

**SELECTION GUIDELINES:**

**Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility; drug screening; final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.**

**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 a logical assignment to the position.**

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**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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**DEPARTMENT HEAD**

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**HUMAN RESOURCES DIRECTOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**REVISED: July 1, 2008**