

# City of Lake City, FL

## Classification Description

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Classification Title: ASSISTANT FIRE CHIEF  
Department: FIRE

Pay Grade: 16  
FLSA Status: EXEMPT

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### General Description

Responsible for management of various operations which include fire safety, fire suppression, special operations, and plans review. Work is performed under the general direction of the Fire Chief.

### Nature of Work

#### Essential Functions:

- Plans, organizes and coordinates programs, projects and activities. Assigns tasks to mid level subordinate supervisors.
- Reviews and evaluates emergency operations to determine effectiveness and efficiency of services.
- Conducts fire safety inspections, investigations, fire violation complaints and plans reviews.
- Evaluates performance of subordinates and counsels where appropriate. Coordinates shift training.
- Develops, reviews and revises standard operating procedures. Prepares written reports for the Fire Chief as requested, advises Chief of needed policies, goals and objectives.
- Supervises Fire Lieutenants. Directs and participates in the training for shift personnel.
- Helps address day-to-day issues concerning labor relations.
- Helps coordinate fire department activities and functions with other City departments regarding emergency management issues.
- Assists Fire Chief with budget preparation and administration, recruitment and promotions.
- Maintains inventory and orders budgeted items for the Department.
- May assume command and control of major emergency activities, and may assume command of the Fire Department when directed by the Fire Chief.
- Reviews plans for compliance with the safety code.
- Assist the Fire Chief in formal and informal investigation procedures

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Knowledge of fire safety, fire suppression, heavy rescue, training, fire prevention, hazardous materials, public fire safety education, and emergency management;
- Knowledge of comprehensive safety and risk management systems;
- Knowledge of incident command system, recruitment and selection;
- Knowledge of labor laws and contract administration;
- Knowledge of computer systems and ability to apply new technology effectively;
- Ability to interact successfully in a team oriented organization;
- Strong organizational analysis skills in problem solving;
- Strong analytical, interpersonal and communication skills; and
- Skill in budgetary development and administration.

**Minimum Qualifications:** High school graduation or possession of an acceptable equivalency diploma (GED). Five (5) years as a lieutenant or an officer in charge in a similar or larger fire rescue agency. Possession of valid Class "E" Non-Commercial Driver's License and State of Florida Minimum Standards – Firefighter. Must be able to obtain State of Florida Fire Inspector Certification.

## **ESSENTIAL PHYSICAL SKILLS**

- Heavy (45 pounds and over) lifting and carrying
- Reaching, pulling, pushing
- Climbing (including ladders)
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking, stand, crawling, kneeling, bending, stooping, jumping, running, balancing and throwing
- Smelling
- Driving

**Environmental Conditions:**

- Works inside in an office environment
- Occasionally assumes risks found in the Battalion Chiefs Job Description
- Some stressful situations
- Works at heights

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_