

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 05/09/60

Revised: 06/15/93, 05/19/97, 09/15/10, 08/03/11, 10/07/20

ASSISTANT FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is a second-line supervisory position responsible for coordinating and directing the overall activities of an assigned shift of the Ithaca Fire Department. The Assistant Fire Chief supervises and directs the activities and actions of subordinate staff at emergency incidents, including fire suppression, emergency medical response, hazardous materials incident response, technical rescue incident response and emergency management operations. The Assistant Fire Chief also supervises and directs the daily activities of shift personnel when they are not engaged in emergency response activities. Assistant Fire Chiefs may also be assigned to supervise one or more specialized functions of the Ithaca Fire Department, such as training or fire prevention. The work is performed under the general direction of the Fire Chief in accordance with established policies and practices, and requires the exercise of good judgment in emergencies. A high degree of responsibility for the protection of lives and property is involved. In the absence of the Fire Chief and Deputy Fire Chief, an Assistant Fire Chief may act for and in place of the Fire Chief. Supervision is exercised over supervisory and direct service firefighting and emergency medical personnel and volunteer firefighting personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to emergencies and assumes command at the scene as required;
Supervises and directs emergency response activities at emergency incidents;
Determines and directs the proper deployment of personnel and equipment at emergency incidents and arranges for additional personnel and equipment if necessary;
Institutes or participates in the Incident Command System at all incidents;
Supervises and directs daily activities of shift personnel;
Assigns, schedules and deploys staff on a daily basis to ensure appropriate staff coverage at all fire stations;
Coordinates, schedules and implements training activities for shift personnel;
Instructs subordinates in firefighting, fire prevention, emergency medical, hazardous material incident, technical rescue incident and emergency management methods, techniques, practices and policies, and the use of related equipment;
Enforces departmental rules, regulations and general orders;
Evaluates performance of shift personnel; counsels subordinates as needed;
Assures best firefighter safety and health practices;
Supervises and directs the maintenance and repair of equipment, tools, buildings and property;
Prepares a variety of reports relating to shift activities;
May be assigned responsibility for supervising, coordinating and implementing department-wide training activities;
May be assigned responsibility for supervising and directing the fire prevention bureau;
May be assigned responsibility for supervising and directing other specialized units or activities of the Ithaca Fire Department;
May act for and in place of the Deputy Fire Chief or Fire Chief as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern firefighting, fire prevention, emergency medical service, hazardous materials incident response, technical rescue incident response and emergency management principles, practices, methods and equipment; thorough knowledge of the geography, building conditions and major fire hazards of the City; thorough knowledge of safety precautions used in firefighting, emergency medical service, hazardous materials incident response and technical rescue incident response; good knowledge of state and local building codes and fire prevention laws and ordinances; good knowledge of the rules and regulations of the Department; good knowledge of the use and maintenance of firefighting, rescue and emergency medical equipment; ability to recognize fire hazards; ability to plan, direct and supervise the work of others; ability to lead and command effectively in emergency situations; ability to establish and maintain effective working relationships; ability to communicate effectively with others, both orally and in writing; ability to successfully work with and serve a diverse local community; resourcefulness and good judgment in emergencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Eight (8) years of paid, professional firefighting experience in a municipal fire department, at least two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
2. To be eligible for appointment, candidates must possess certification as a New York State Emergency Medical Technician (EMT). To retain the position, the appointee must maintain his or her New York State EMT Certification. If the appointee does not possess an EMT Certification at the time of appointment, he or she must obtain the EMT Certification within two years of appointment as an Assistant Fire Chief. Failure to obtain and maintain an EMT Certification will result in either demotion in rank or dismissal as appropriate.
3. To be eligible for appointment, candidates must have successfully completed a training program in fire supervision, conducted at the New York City Fire Academy, as specified in Section 209-x of New York State General Municipal Law.