

# CITY OF BIG BEAR LAKE

## FIRE PROTECTION DISTRICT

### CLASS SPECIFICATION

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**Class Title:** Assistant Fire Chief

**Class Code Number:** 9100

**Position Designation:** Professional/Management

**Division:** Fire

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#### General Purpose of Position

The purpose of this position is to perform a wide variety of administrative and managerial duties related to fire department activities including but not limited to, fire suppression, prevention, investigation, rescue and medical emergencies, hazardous materials, public assistance and education as well as managing assigned personnel. This position reports directly to the Fire Chief and exercises direct supervision over all Fire Department staff.

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#### Results Standards

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the Big Bear Lake Fire Protection District.

- I. Customer Service:**  
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Community Relations:**  
Community relations are enhanced through effective communication with the community and by way of the professional and exemplary conduct of each City employee.
- III. Professionalism:**  
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- IV. Production:**  
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- V. Critical Thinking:**  
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- VI. Teamwork:**  
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VII. Professional Development:**  
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VIII. Leadership:**  
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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#### FORMAT

**Result Statements:** (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a ) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

**A. Emergency Services are provided to the community to preserve the safety of persons and property.**

- Supervision is provided to personnel engaged in fire suppression, emergency medical services, rescues and other related services provided by the district.
- All requests for service (non-emergency and emergency) are responded to in a timely and professional manner.
- Appropriate tactics, strategy and deployment of district personnel and equipment are implemented during emergency situations.
- Rescue, ventilation, extinguishment, and overhaul and property conservation activities are performed as assigned in a professional manner consistent with department procedures.
- All duties of the incident commander are carried out at an emergency event until properly relieved.
- Twelve performance evolutions are completed as part of an assigned emergency response team annually.

**B. Fire Prevention and public education services are provided to increase Fire and Public Health awareness in the public and reduce the frequency of fire loss.**

- A minimum of one CPR or First Aid class or two public education programs are provided for the public annually.
- The inspection of commercial and industrial buildings is performed and/or supervised to interpret and enforce fire codes and ordinances; identify fire hazards, collect information, and coordinate the pre-fire planning process.

**C. Fire Department procedures and staff training are continually updated in order to maximize the effectiveness of the Department.**

- Continuing education units for EMT or paramedic status (minimum of twelve CEU's or twenty-four hours biannually or as required for rectification) are obtained annually.
- Three training classes for Paid Call personnel are conducted annually.
- 240 hours of department approved/recommended training are completed annually.
- Develop and/or revise one lesson plan for training department personnel on a subject assigned by administration annually.
- One training class for full time personnel with a developed lesson plan is prepared and conducted annually.
- A department map test is passed annually.
- One class related to professional development in the emergency services is attended annually.
- Nine training classes are conducted for Paid Call personnel annually.

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**D. Facilities and Equipment are maintained in top working condition in compliance with Department standards.**

- Firefighting, hazardous response and emergency medical equipment, fire station and related grounds, facilities and supplies are maintaining in a clean, orderly, and usable condition as assigned.

**E. Documentation is maintained on Department activities in a professional manner according to Department procedures.**

- Various reports are prepared in a timely and accurate manner and files are maintained in an up-to-date status as directed.

**F. Professional supervision and administration is provided to the Fire Department.**

- Assigned employee evaluations/annual objectives are completed in a timely and professional manner.
  - Annual goals and objectives are prepared for assigned administrative areas.
  - Appropriate and effective communication is maintained with Management to facilitate a collaborative and professional working relationship.
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### Qualifications

**Education:** A high school diploma or equivalent and completion of a recognized California State Fire Academy is required. Possession of a State Fire Officer certification or completion of an Associate=s Degree in fire science, fire administration or a related management field is required.

**Experience:** Five years of full-time fire service experience, including one year as fire engineer or any combination of training and experience that provides the desired knowledge and abilities

### Knowledge, Skills, Abilities, and Personal Characteristics

The ability to communicate effectively and to exercise sound judgment is required. Ability to utilize hand tools and light equipment is required. Knowledge of and ability to put into practice sound management practices is required.

Knowledge of modern principles and practices of fire prevention, hazardous materials, suppression, and emergency medical services; current laws and regulations pertinent to fire prevention and safety; District geography, fire hazards, and firefighting resources; fire apparatus, equipment, tools, devices, facilities and their proper use; department rules and regulations; hazardous materials storage, transportation, and use; basic English and arithmetic is required

Ability to interpret current laws, rules, and regulations pertaining to fire prevention and safety; identify hazard conditions and obtain code compliance with minimal technical support; analyze situations and adopt effective course of action; operate various types of firefighting and medical and rescue equipment; maintain firefighting and EMS equipment and station facilities; providing emergency medical services at the paramedic level; transportation of sick and injured; Suppress fires; communicate clearly and concisely both written and verbal; establish and maintain effective working relationships with all members of the department is required.

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#### **Physical Requirements**

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job: Ability to: endure periods of relative inaction, which still require alertness followed by high activity levels, walk on uneven or slippery surfaces; moves from place to place at emergency sites, demonstrate dexterity and coordination to handle fire equipment, apparatus and large and small tools; occasional lifting of objects weighting up to 100 lbs., exert strength to move the weight of an average human body; reach for items above the head and below the feet; climb up and down ladders; enter confined spaces and other areas; agility to move quickly and easily including the ability to crawl, stoop, or bend; wear personal protective clothing weighing 25-30 pounds; wearing of self-contained breathing apparatus weighting 24 pounds; pulling hose lines up steep mountainous terrain at altitudes of 5,000 feet or more; being exposed to overheating, chilling, and wet clothing; visual acuity sufficient to read gauges and observe conditions at emergency sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. The employee must be physically able to bend, stoop, climb, and reach. This position requires the employee to operate hand tools, power tools, and motor vehicles.

#### **Special Requirements**

Possess and maintain a valid California driver's license and/or Class B with Firefighter exemption within one year of employment. Must possess and maintain a valid Emergency Medical Technician Certificate including expanded scope of practice skills adopted by the district along with CPR certification. Possession of, or ability to obtain, an appropriate, valid California Firefighter II certification within one year of employment. Possession of, or ability to obtain within one year of employment the following courses, Apparatus and Equipment, Hydraulics, Instructor Training 1A and 1B.

#### **Tools**

This position typically requires the use of the following tools: standard firefighting apparatus, specialized firefighting and emergency life saving equipment, fire engines, and motor vehicles.

#### **Work Environment**

This position requires both indoor and outdoor work including contact with public under stressful and/or dangerous conditions. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to wind, rain, snow and high levels of noise. Occasional work in confined areas. Work is typically performed as a member of a team. This position involves exposure to hazardous materials and high noise levels and can involve significant risk conditions such as fire, injury and death.