ASSISTANT FIRE CHIEF

SALARY: Salary Range – S-8

REPORTS TO: Fire Chief

GENERAL RESPONSIBILITIES:
Under the direction of the Fire Chief, the Assistant Fire Chief assists in the development and daily operations of the Avenal Fire Department. This position plays a crucial role in the hands-on management of professional firefighters, emergency response operations, training programs, and fire prevention activities. The Assistant Fire Chief serves as the primary operational leader, ensuring effective emergency response, coordinating shift operations and activities, and maintaining departmental readiness. This position directly supervises professional firefighters during emergency operations and training exercises while supporting the Fire Chief in administrative functions and department development.

DISTINGUISHING CHARACTERISTICS:
This is a key operational position within Avenal's professional fire department structure, serving as the bridge between administrative leadership and frontline operations. The Assistant Fire Chief has direct responsibility for firefighter coordination, emergency response leadership, and operational training delivery. The incumbent works closely with professional firefighting staff, manages day-to-day emergency services, and ensures the department maintains operational readiness. This position requires both administrative capabilities and hands-on emergency response skills with responsibility for shift supervision and personnel management.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

ESSENTIAL FUNCTIONS:

Operations Management:
- Directly supervise and coordinate professional firefighters during emergency responses and training activities
- Develop and maintain shift scheduling systems and personnel deployment strategies
- Serve as primary point of contact for firefighting personnel regarding operational matters
- Oversee daily station operations and ensure proper staffing levels
- Implement personnel development and performance management programs

Emergency Response Operations:
- Respond to and assume command of emergency incidents as assigned or in the absence of the Fire Chief
- Direct fire suppression, emergency medical services, and hazardous materials response operations
- Coordinate with professional firefighters to ensure effective emergency response operations
- Maintain incident command protocols and ensure proper documentation of emergency responses
- Coordinate mutual aid responses with neighboring fire departments

Training and Development:

- Plan, organize, and conduct comprehensive training programs for professional firefighters
- Ensure all personnel maintain required certifications and training standards
- Develop training schedules and coordinate continuing education programs
- Coordinate with outside agencies for specialized training opportunities
- Maintain training records and documentation for all department personnel
- Conduct performance evaluations and identify training needs

Fire Prevention and Inspection Services:

- Conduct fire prevention inspections of commercial and residential properties
- Investigate fire incidents and prepare detailed reports
- Enforce fire prevention codes and ordinances within the community
- Provide fire safety education to community groups and organizations
- Review building plans and development proposals for fire code compliance

Administrative Support:

- Assist the Fire Chief in leadership development and administration of departmental policies and procedures
- Help manage departmental budgets and track expenditures
- Prepare operational reports and maintain departmental records
- Participate in budget development and capital expenditure planning
- Support grant writing efforts and equipment procurement processes
- Participate in personnel recruitment and selection processes

Equipment and Facility Management:

- Oversee maintenance and repair of fire department equipment, apparatus, and facilities
- Conduct regular equipment inspections and ensure operational readiness
- Coordinate equipment testing and maintenance schedules
- Manage inventory of departmental supplies and equipment
- Ensure proper care and maintenance of the fire station and facilities

Community Engagement:

- Represent the Fire Department at community events and public meetings
- Conduct fire safety presentations to schools, civic groups, and community organizations
- Build relationships with community members and stakeholders
- Participate in community emergency preparedness initiatives
- Support department public relations and community outreach efforts

Emergency Preparedness:

- Assist in developing and implementing emergency preparedness programs
- Coordinate emergency operations center activities as assigned
- Participate in disaster planning and response coordination
- Conduct emergency preparedness training for city personnel
- Maintain emergency response protocols and procedures

Personnel Management:

- Supervise assigned firefighting personnel and support staff
- Conduct performance evaluations and provide feedback to personnel
- Address personnel issues and disciplinary matters as assigned
- Ensure compliance with departmental policies and procedures
- Support professional development and career advancement opportunities

Additional Responsibilities:

- Serve as acting Fire Chief in the Chief's absence
- Participate in departmental meetings and planning sessions
- Assist with fire department public information activities
- Support special events and emergency standby operations
- Perform related duties as assigned by the Fire Chief

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

- Fire suppression, emergency medical services, and hazardous materials response principles and practices
- Professional fire department operations and management
- Incident command system and emergency response protocols
- Fire prevention codes, regulations, and inspection procedures
- Training program development and delivery for professional personnel
- Equipment operation, maintenance, and safety procedures
- Emergency preparedness and disaster response planning
- Fire investigation techniques and report writing
- Community relations and public education methods
- Personnel management and supervision principles
- Basic budgeting and administrative procedures
- Computer operation and software applications
- Federal, state, and local fire service regulations
- Labor relations and collective bargaining principles

ABILITY TO:

- Lead and supervise professional firefighters during emergency operations and training
- Plan, organize, and conduct comprehensive training programs
- Respond effectively to emergency incidents and assume incident command
- Conduct thorough fire prevention inspections and enforce codes
- Communicate effectively with personnel, community members, and officials
- Maintain accurate records and prepare detailed reports
- Operate fire department equipment and apparatus safely and effectively
- Manage personnel and address performance issues professionally
- Adapt to changing situations and make sound decisions under pressure
- Build positive relationships with community members and organizations
- Manage multiple priorities and meet deadlines
- Provide public education and community outreach services
- Supervise and evaluate professional staff performance

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in fire science, emergency management, or related field preferred. At least five years of progressively responsible experience in fire suppression, emergency medical services, or related emergency services in a professional fire department is highly desirable.

LICENSES AND OTHER REQUIREMENTS:
- Valid California Class "C" driver's license with acceptable driving record
- Current California Fire Service Training and Education System (CFSTES) certifications as required for Assistant Chief level
- Current CPR and First Aid certification required
- Emergency Medical Technician (EMT) certification preferred
- Hazardous Materials Operations level certification required
- Fire Officer I and II certifications required
- Additional certifications as required by the Fire Chief

WORKING CONDITIONS:

PHYSICAL DEMANDS:
- Frequent standing, walking, and sitting for extended periods
- Hearing and speaking to communicate during emergencies and training
- Vision sufficient to read documents, operate equipment, and assess emergency scenes
- Manual dexterity to operate firefighting equipment and emergency medical devices
- Lifting, carrying, pushing, and pulling heavy equipment during emergency operations
- Walking and running over various terrain during emergency response
- Climbing ladders and working at heights during firefighting operations
- Crawling, kneeling, and working in confined spaces during rescue operations
- Physical stamina and agility required for emergency response activities
- Ability to wear heavy protective equipment for extended periods

WORK ENVIRONMENT:
- Indoor and outdoor work environments with varying conditions
- Shift work including nights, weekends, and holidays
- 24-hour availability for emergency response
- Exposure to smoke, heat, hazardous materials, and other emergency conditions
- Working at heights, in confined spaces, and around heavy machinery
- Potential exposure to communicable diseases and bloodborne pathogens
- Variable weather conditions during emergency response
- Evening and weekend work for training and community events
- Emergency call-out responsibilities
- Interaction with professional staff, officials, and emergency personnel
- Driving fire department vehicles in emergency and non-emergency situations

SELECTION PROCESS:
Applicants must submit an official City of Avenal Application. Applicants who clearly appear to be most qualified in terms of experience and training will be invited to a job-related oral interview and physical ability test.

A medical evaluation, psychological evaluation, an intensive background investigation, and drug screening will be conducted prior to employment.

The City of Avenal will require each applicant to provide proof of U.S. citizenship, alien registration or authorization to work in the United States.

Must possess required Chief Officer certifications within 2 years and meet minimum education/experience requirements. Must be 21 years of age at time of hire.

All positions will include a one-year probationary term.

ALL FULL-TIME EMPLOYEES ARE REQUIRED TO HAVE A VALID CONTACT TELEPHONE.
EMPLOYEES SHALL WORK HARMONIOUSLY WITH ALL CITY EMPLOYEES.
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.