

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB019 Assistant Fire Chief
POSITION #/TITLE: 0201, 0396 Assistant Fire Chief	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept: Fire	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 19
Reports To Position #/Job Code #/JC Title: 0825/NB077/Fire Chief	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Very Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Prescribed by Civil Service (sworn position); Medical physical, physical function testing, respiratory medical physical, respirator fit testing.
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing, Fall Protection, Shoring in Emergencies	

General Statement of Duties

Directs and manages the day-to-day operations of the Fire Department's operational and administrative programs; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of Administrative District Chiefs, Battalion Chiefs and administrative support staff. The Assistant Fire Chief serves as the Fire Chief in the Fire Chief's absence.

Examples of Essential Work (Illustrative Only)

Plans, organizes and directs the fire departments administrative, operational and personnel activities;
 Develops labor negotiation issues, monitors labor negotiations and administers the department's requirements for the collective labor grievance process;
 Manages department work, project and personnel activities of the fire department's operational and administrative programs and activities;
 Oversees the preparation and monitors the activities of the operational and improvement budgets;
 Directs the development of plans, programs and development projects relating to fire department projects;
 Manages and coordinates the implementation of Total Quality Systems for the Fire Department;
 Develops and delivers reports and presentations to community and public groups concerning policies, projects and regulatory compliance issues;
 Explains specifications, negotiates contracts, and monitors the activities of vendors and consultants involved in the department's operational, administrative and training projects;
 Reviews and analyzes methods, equipment used and performance to find ways of increasing effectiveness, improving results, or effecting economies in operation and administrative activities;
 Monitors program and project specifications and develops departmental purchasing recommendations for the Fire Chief;
 Inspects projects and problematic situations to determine what work is needed and how it best may be accomplished;
 Directs record keeping and supervises the preparation of necessary reports;

Researches and responds to public inquiries concerning department activities and policies;
Coordinates department response to economic development issues and their impact on fire suppression and operational activities;
Serves as department spokesperson and news media liaison;
Conducts timely performance reviews and monitors performance and staffing needs;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of the principles and practices of fire department business management, including strategic planning, budgeting and personnel administration;
Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for emergency response management and operations;
Comprehensive knowledge of station siting principles, practices and techniques;
Thorough knowledge of personnel principles and practices for collective bargaining and personnel grievance administration;
Ability to plan, organize and manage fire operational and administrative projects;
Ability to plan, develop and evaluate purchasing specifications and contracts;
Ability to read and interpret blueprints, specifications and contracts;
Ability to train, assign, motivate, supervise and evaluate the work of others;
Ability to communicate effectively and maintain working relationships with Fire Administrative District Chiefs, Battalion Chiefs, other City employees, supervisory personnel, state and local elected officials, labor officials, professional consultants and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing fire suppression terminology, purchasing proposals and specifications and labor contract processes and terminology;
Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Prescribed by the Civil Service Commission.

Required Special Qualifications

Valid Iowa Driver's License;
Residency Requirements.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to inspect a wide variety of fire suppression projects on site and review a wide variety of written materials;
Sufficient manual dexterity which permits the employee to operate a vehicle and computerized equipment;
Sufficient personal mobility which permits the employee to fire training and operational projects.