


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES		
	SECTION: Personnel	S.O.P: 101.02
	SUBJECT: Assistant Chief	PAGE: 1 of 3
	Approved By:	Effective Date: December 1, 2012

CITY OF SHELBYVILLE
ORDINANCE NO. 2010-09-16(B)

AN ORDINANCE OF THE CITY OF SHELBYVILLE AMENDING THE POSITION DESCRIPTION OF ASSISTANT FIRE CHIEF

**Be it ordained by the City of Shelbyville as follows:
The employment description of Assistant Fire Chief is amended as follows:**

CITY OF SHELBYVILLE
POSITION DESCRIPTION

Class Title: Assistant Fire Chief

Department: Fire

Supervisor: Fire Chief


Supervises: May supervise all Departmental Personnel in the Absence of the Fire Chief

Statement of Authority: Authority of this class is delegated by the Fire Chief; appointment to this class is made by the Mayor upon the recommendation of the Fire Chief.

Summary Statement: This class performs all duties of the company officer. Performs the duties of the Fire Chief in the Chief's absence, including operations, personnel, fire problems, and proper maintenance of apparatus, firefighting equipment, communications, public relations and other support services. Responsible for the supervision of the platoon or shift personnel and volunteer fire fighters. Performs additional work as instructed by their supervisor.

Nature and Scope:

Essential Functions: Assumes responsibility of the department in the absence of the Chief. Oversees operations, personnel, fire suppression, inspection and prevention duties, and the proper maintenance of apparatus, firefighting equipment, fire communications, and support services. Serves as supervisor of both paid and volunteer fire fighters on and off the fire ground. Assumes responsibility at fire scene in absence of the Fire Chief; however, may either take command or assist company commander/incident commander. Off the fire ground, serves as supervisor and instructor. Responsible for station duties; inspects facilities to ensure clean, orderly and safe work environment; ensures that apparatus and equipment are clean and maintained in proper working order.

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Non-Essential Functions: None.

Qualifications: Minimum of thirty (30) hours college and three (3) years experience at the level of career Fire Captain. College may be substituted at a rate of one (1) year career Fire Captain experience for ten (10) hours of college. 400 hour career fire certification as well as a certified Emergency Medical Technician. IFSAAC (International Fire Service Accreditation Congress) Fire Fighter I & II.

Special Knowledge, Skills and Abilities: Thorough knowledge of modern fire fighting principles, methods and techniques. Thorough knowledge of departmental operating procedures. Thorough knowledge of the operation and maintenance of fire vehicles, equipment and related apparatus. Thorough knowledge of the geography of the City, including the location of streets and roads, fire hydrants and the location and interior of major buildings. Working knowledge of the principles of hydraulics and their application to the operation of fire apparatus. Working knowledge of building maintenance. Ability to supervise subordinates while assisting with the duties, including directing actions in emergency situations. Ability to analyze emergency situations and adopt quick, efficient and reasonable courses of action with a minimum of hazard to fire personnel and the general public. Ability to develop and maintain effective working relationships with city officials and employees, other fire department personnel, and the general public.

Additional Requirements:

Special Licensing Requirements: Must possess and maintain valid driver's license issued by the Commonwealth of Kentucky.

Training: Must complete required basic training and must complete required annual training.

Certification: Must obtain and maintain instructor certificate from the Fire Commission on Training Certification. Must maintain certification as an Emergency Medical Technician.


Availability: Must be able to respond to calls at all hours.

Instructions: Somewhat general/ many aspects of work are covered specifically, but must also use some of own judgment.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Supervisor spot-checks completed work.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

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Contacts: Frequent public and internal contacts requiring tact and diplomacy.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate to heavy.

Interruptions: Frequent.

Physical Demands: Work involves sitting, standing, stooping, walking; extreme physical demands at scene of emergencies for long periods of time; lifting heavy objects (more than 25 pounds); may be outdoors for long periods of time, regardless of weather conditions; exposed to high places, confined spaces, noise, machinery and its moving/sharp parts, fumes, chemicals and toxic substances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Overtime Provision: Exempt.