



CITY OF FAIRBANKS

JOB DESCRIPTION

JOB TITLE: Assistant Fire Chief
CLASSIFICATION NO: 1811
DEPARTMENT: Fire Department
STATUS: Exempt
POSITION REPORTS TO: Fire Chief
UNION: IBEW

JOB SUMMARY

This position is responsible to the Fire Chief for the administration of a division or multiple divisions of the Fairbanks Fire Department, assists the Fire Chief in the overall administration and direction of the Fire Department and acts as Fire Chief during the Chief's absence.

ESSENTIAL JOB FUNCTIONS

- 1) Function at both a strategic and tactical level.
- 2) Direct the administrative activities of one or more divisions of the department at the direction of the Fire Chief.
- 3) Provide direct supervision for subordinate personnel by conducting and reviewing performance evaluations; guidance for career development, and implementing progressive discipline.
- 4) Assist the Fire Chief in developing, draft, and maintain department budgets.
- 5) Coordinate the review and modification of policies and procedures for the Fairbanks Fire Department.
- 6) Interpret rules, contractual agreements, and standing protocols which affect both individual divisions and the department as a whole.
- 7) Respond to major emergencies and multi-alarm operations and assume an appropriate role within the Incident Command System as needed.
- 8) Represent the Fire Chief, the Department, and the City with the public, community groups, professional organizations and other City departments in assigned areas, and performs related work as assigned.
- 9) Manage administrative functions within the Department to including construction projects, and preventive maintenance and repair of facilities

The above examples are representative of assignments performed by this class and are not intended to be inclusive.

KNOWLEDGE, SKILLS AND ABILITIES

Candidates hired must satisfactorily demonstrate these factors during a prescribed probationary period for continued employment:

- 1) Knowledge of the principles, practices and procedures of fire and public administration.
- 2) Knowledge of firefighting, prevention, and emergency medical services.
- 3) Ability to effectively oversee the functions of assigned areas.
- 4) Ability to manage operations at emergency scenes.
- 5) Ability to establish and maintain effective internal and external working relationships.
- 6) Ability to lead and grow the department through dynamic leadership, mentorship, positive motivation, and employee development.

MINIMUM REQUIREMENTS

Persons applying for this position must have the following:

A minimum of ten (10) years' experience in professional firefighting, which shall include five years in a Supervisory position of Battalion Chief or above. Additional years of experience, in addition to the ten years, may substitute for supervisory experience.

Possess and maintain a valid State of Alaska driver's license throughout the duration of employment.

Enrollment or completion of the National Fire Academy Managing Officer Program is highly desirable.

Graduation from an accredited college or university with a four year degree in appropriate discipline is highly desirable.

I, _____, have received, reviewed and completely understand the entire contents of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

The City of Fairbanks is an Equal Opportunity Employer.

Jim Matherly
City Mayor
3/17