

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 570
SALARY GRADE: 570
EFFECTIVE/UPDATED: 04/16/2018**

ASSISTANT FIRE CHIEF

Definition

Under the administrative direction of the Fire Chief, acts as Operations Chief or Support Services Chief. Coordinates and directs through subordinate officers, the daily activities of the Aurora Fire Department to ensure compliance with departmental policies, rules and regulations. Assumes command at major fire and emergency rescue operations until relieved by the Fire Chief.

Equipment/Job Location

Required employee to operate firefighting vehicles, equipment including hydraulic rescue equipment, gas-powered saws, rescue boat apparatus, including vehicle and attachments. Requires employee to climb ladders, work at heights greater than 10 feet, lift and move heavy objects over distances both short and long, while wearing heavy protective clothing and equipment. Duties shall be performed at fire scenes, at fire stations, at accidents and other locations as necessary. Employee will work in a variety of weather conditions with exposure to the elements and extreme temperature differentiations.

Essential Functions of the Job

1. Provides direction and supervision to subordinates, using independent judgment in scheduling duties, enforcing department rules and regulations through discipline and grievance adjustments. Evaluates performance of subordinates and makes recommendations for promotion, discipline and discharge.
2. Participates in training and educational programs on a continuing basis. Actively participates in drills related to all aspects of fire fighting and rescue operations. Studies necessary reading materials.
3. Responds to fire alarms and takes command at major fires and rescue operations until relieved by the Fire Chief. Coordinates the activities of, and directs all companies at the scene in fire fighting and rescue operations. Directs salvage, overhaul and clean-up activities and directs staff in post-fire evaluation of operations.
4. Prepares, compiles and maintains requisite records and files. Compiles activity reports on all fire companies on assigned shift.
5. Functions as the Fire Chief as directed.
6. Makes personnel actions recommendations for promotion, discipline and discharge.
7. Performs other duties assigned as related to the position.

Assistant Fire Chief

Job Description

Required Knowledge and Abilities

Requires the ability to act quickly and effectively under emergency, hazardous and stress situations.

Requires the ability to analyze emergency situations and act in a concise and logical manner.

Requires the ability to delegate authority.

Requires extensive knowledge of and ability to comply with applicable laws, rules and ordinances.

Requires thorough knowledge of procedures and methodology encompassing fire fighting and emergency rescue operations.

Requires thorough knowledge of fire and rescue equipment, tools and apparatus.

Requires thorough knowledge of the geography of the City of Aurora.

Proficient in the use of personal computers and Microsoft Office.

Requires the ability to perform administrative functions.

Requires the ability to communicate effectively both orally and in writing.

Requires ability to direct and supervise the activities of subordinate personnel.

Requires a thorough knowledge of basic first aid procedures.

Qualifications for Hire

Requires an Associate's degree or equivalent knowledge, skills and experience.

Coursework in fire science management.

Certification as a Firefighter II.

Possession of a valid Illinois Class "B" Driver's License.