

ASSISTANT FIRE CHIEF

Nature of Work: Under general supervision performs supervisory work providing protective services in fire protection and rescue for the West Virginia Air National Guard (WVANG) and, upon request, civilian fire departments. Duties include conducting performance evaluations of all assigned personnel and initiating disciplinary action. Also oversees daily station maintenance and upkeep on assigned shift. Incumbent is subject to uncommon tours of duty, rotational shift assignments and 24-hour duty shifts. Performs related work as required.

Distinguishing Characteristics: The employee works under the general supervision of the Fire Chief. Work at this level is characterized by a preponderance of duties spent in the supervision of personnel as opposed to full-performance firefighting duties performed by Firefighters and Firefighter Crew Chiefs.

Examples of Work

- Conducts all required performance reviews of senior firefighters.
- Corrects performance problems through individualized instruction, assignment of appropriate training or disciplinary actions.
- Establishes the objectives, priorities and schedules for all firefighters through daily work activities.
- Identifies and schedules tasks and special project assignments for firefighters.
- Initiates disciplinary action, recommends suspensions or discharges and hears and adjusts first step grievances.
- Approves or disapproves vacation requests.
- May be required to perform as crew chief or driver on an emergency basis.
- Reports events of each shift to the base Fire Chief and the on-coming Assistant Fire Chief, either in writing or orally.

Knowledge, Skills and Abilities

- Knowledge of supervisory principles.
- Knowledge of firefighting techniques and practices.
- Knowledge of all assigned firefighting and rescue equipment.
- Knowledge of ingress and safety procedures of all assigned military/civilian aircraft.
- Knowledge of all applicable regulations, directives, standards, and operating instructions.
- Knowledge of all mission-related hazardous materials.
- Knowledge of operation of vehicles and radios around aircraft movement areas.
- Ability to supervise and direct the work of others.

ASSISTANT FIRE CHIEF (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Ability to conduct oneself in a professional manner and proper attitude.

Ability to make immediate decisions during emergency situations.

Ability to meet physical demands required of the position (see below).

Ability to meet objectives on schedule and complete special projects as required.

Ability to work 24-hour shifts as needed.

Minimum Physical Fitness Requirements

Able to run 1 1/2 miles within 13 minutes or be able to walk 3 miles within 38 minutes.

Able to perform a minimum of 25 standard push-ups.

Able to lift, from the floor, a weight of 125 pounds and carry the weight 100 feet without stopping.

Able to climb the full length of the longest ground-ladder in the fire department.

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

Experience: Five years of full-time or equivalent part-time paid experience with a military or organized civilian fire department which included exposure to the characteristics, range, and effectiveness of various extinguishing agents, combustible materials, fire alarm systems, fire aid, firefighting apparatus and allied equipment, firefighting and rescue techniques, and other operations peculiar to crash/fire rescue.

Special Requirements:

Must be a member or be eligible and willing to become a member of the WVANG with assignment to the Fire Protection Branch.

Must possess and maintain a state and government vehicle operators license. Loss of license may result in suspension or dismissal.

Note: Preference may be shown to those applicants who have completed a U.S. Air Force Fire Protection course and attained the U.S. Air Force AFSC or equivalent.

OR

Those applicants who have had advanced training in the various facets of firefighting from a qualified school.

Established: 8/19/93

Effective: 4/1/94