

# CITY OF ELY

## Assistant Fire Chief

**FLSA Status:** Non- Exempt  
**Safety Sensitive:** Yes

**Created:** 9/2021  
**Last Revised:** 02/2022

**DEFINITION:** Under general direction, as a shift supervisor, is responsible for all operating, maintenance, and inspection functions of a fire station; responds to fire alarms, and pending arrival of the Fire Chief, Assumes command in such emergency situations; trains and supervises volunteer personnel.

**Examples of duties** (The following is used as a partial description and is not restrictive as to duties required. Responds to fire alarms and directs fire suppression activities in the absence of the Fire Chief; evaluates the fire; determines appropriate techniques to combat it; supervises the laying of hose lines, placement of equipment, direction of suppressants, first aid and rescue activities, performs the duties of an Emergency Medical Technician. In the presence of the Fire Chief, directs volunteer personnel and equipment in carrying out the orders of the Fire Chief. Assists in fire prevention programs. Coordinates company inspections of fire target hazards and commercial buildings for pre- fire planning. Conducts or assists in investigations of cause of fire and prepares recommendations as to action to be taken. Estimates extent of damage and loss. Supervises and participates in the cleaning, repair and maintenance of equipment, quarters and apparatus. Provides on-the-job training to volunteer personnel and paid staff. May testify in court or other proceedings. Prepares various records and reports. Frequent public contact when inspecting, fighting fires, at school fire drills and other school programs, answering questions, giving directions in emergency situations and with other regulatory agencies. Performs related work as required. Any added duties will be negotiated by the parties.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Provide emergency medical care at the NRP, AEMT or EMT level.
- Must be able to use a variety of hose lines, deck guns, ground monitors, appliances, and other equipment to control and extinguish fires safely and effectively.
- Conduct forcible entry and conduct search and rescue operations.
- Participate in salvage and overhaul and other assignments as required on the fire ground.
- Use hand and power tools, rescue victims, secure utilities and provide ventilation when directed.
- Utilize appropriate personal protective equipment (PPE) including self-contained breathing apparatus (SCBA) during emergency operations, training evolutions and other times as appropriate.
- Clean, inspect, maintain, and perform minor repairs on Fire Department vehicles, apparatus, and related equipment to ensure operational readiness.
- Perform routine maintenance on fire station.
- Participate in staff support assignments including fire prevention, inspections, and investigations.

## **QUALIFICATIONS FOR EMPLOYMENT:**

- Graduation from high school, preferably supplemented by recognized courses in firefighting, fire hydraulics, first aid and related courses.
- Three years of experience in fire suppression and prevention activities, of which one year was in a supervisory capacity.
- Must possess a valid Nevada Motor Vehicle operator's license prior to appointment.
- Must possess Advanced EMT or Paramedic Certification with ambulance attendant's license.
- Must possess Nevada, NFPA or IFSAC Firefighter I
- Or an equivalent combination of education and experience.

### ***Knowledge, Skills, and Abilities:***

#### **Knowledge of:**

- Advanced and basic cardiac, advanced pediatric, and basic trauma life support;
- Invasive and non-invasive therapy;
- Drug therapy as allowed by paramedic certification;
- Specialized patient monitoring devices and life support systems such as heart monitor/defibrillators, external pacing devices and pulse oximeters;
- Advanced treatment equipment such as suction units, airway management devices, hypodermic needles, blood collection devices, and drug delivery systems;
- Psychological and behavioral factors related to emergency care;
- Psychological and behavioral factors related to emergency care;
- Universal precautions and infection control;
- Fire behavior in various weather conditions;
- Fire suppression tactics applicable to structural, wildland, vehicle and hazardous materials' fires;
- Characteristics and application of chemical fire retardants; and
- Facility and equipment maintenance.
- Principles and equipment used in the suppression and prevention;
- Rescue techniques
- Physical layout of the City and County
- Causes and characteristics of fires; zoning, building construction; preservation of evidence; incendiary methods and materials.
- Application of firefighting methods and techniques and in the use and general care of facilities and equipment.
- Supervise and train others in firefighting techniques to specific situations
- Communicate effectively in both oral and written form; establish and maintain effective working relationships; perform with physical strength and agility.
- Willingness to work shifts, overtime, weekends, and holidays.

#### **Skill to:**

- Efficient, effective and safe operation of fire equipment and maintenance of equipment;
- Evaluating patient's conditions and properly render emergency medical care including the administration of emergency medications;
- Learning and mastering a variety of fire-fighting duties, methods and techniques;
- Responding quickly and effectively to changing situations under emergency conditions;
- Preparing and composing reports and records on activities performed;
- Communicating effectively in oral and written forms;
- Contributing to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team; and
- Following all established safety processes and procedures.

**Ability to:**

- Be confident and accept the challenge and high degree of responsibility entailed in this position.
- Have excellent judgment, be able to prioritize decisions and act quickly in the best interest of the patient.
- Function at an optimum level in a non-structured, and often difficult, environment that is constantly changing. They must possess critical reasoning skills.
- Possess excellent verbal communication skills and be able to follow orders with exactness from their supervisors.
- Trust their training and skills and be capable of applying them effectively in stressful situations.
- Provide emergency medical treatment to sick and injured persons at the advanced life support level;
- Use appropriate radio protocol with other fire, base hospital facilities, and emergency medical services personnel;
- Calmly and effectively manage personal reactions and the reactions of others in emergency situations;
- Train other fire personnel in emergency medical procedures;
- Present and participate in public education programs;
- Use patient carrying devices and safely move patients to the transporting unit;
- Participate in fire suppression, pre-suppression, prevention and fire station/equipment maintenance activities;
- Safely drive a fire or ambulance vehicle; and
- Work under stress.

***Experience and Training:***

Any combination of training, education, and experience would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from high school, preferably supplemented by recognized courses in firefighting, fire hydraulics, first aid and related courses.

Three years of experience in fire suppression and prevention activities, of which one year was in a supervisory capacity.

Possession of a valid Nevada Motor Vehicle operator's license prior to appointment.

Possession of a valid Advanced EMT or Paramedic Certification with ambulance attendant's license.

Possession of a valid Nevada, NFPA or IFSAC Firefighter I

***Physical and Mental Requirements:***

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, stamina, and agility to utilize fire suppression equipment for long periods of time. Strength and stamina to fight fires while wearing heavy protective clothing. Frequent lifting and/or moving of objects up to 30 pounds and occasional moving of objects up to 150 pounds. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Physical fitness must be maintained to perform a variety of maintenance duties as well as rescue activities. Ability to appropriately handle stress and interact with others including supervisors, coworkers, members of the public, and others. The ability to interact professionally, communicate effectively, and exchange information accurately. Maintain regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

**Working Conditions:**

Work is performed under the following conditions.

Most of the time will be spent in the fire station. Work in an emergency firefighting environment. Work in medical emergency situations, including vehicle accidents, mountain rescues and other types of medical and rescue emergencies. Work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, swift water, heights, and noise. Risk of death or injury from sudden cave-ins of floors, toppling walls, traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term water, heights, and noise. Risk of death or injury from sudden cave-ins of floors, toppling walls, traffic accidents when responding to calls. May come in contact with poisonous, flammable, or explosive gases and chemicals, as well as radioactive or other hazardous materials that may have immediate or long-term effects on health.

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

\_\_\_\_\_  
Employee's Signature

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Date Signed