

CITY OF MILPITAS  
Effective: September 94  
EEOC: Administrative  
FLSA: Exempt  
Unit: Exempt  
Physical: 1

### ASSISTANT FIRE CHIEF

#### DEFINITION

Under the administrative direction of the Fire Chief, is responsible for the supervision and management of a functional division of the Fire Department. Performs responsible management, technical and administrative work as division manager. May act as Department Head in the absence or disability of the Fire Chief.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief.

May receive general direction from the City Manager as a program manager on a special assignment basis.

Exercises direct supervision over sworn and non-sworn personnel throughout the department, normally within an assigned functional division of the department as division manager.

#### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Plan, coordinate, monitor, and evaluate the operation of a functional division of the Fire Department.

Schedule, train, supervise and evaluate the work of their employees assigned to the division.

Prepare and administer the operating budget of the division. Assist in the preparation of the overall department budget.

Perform research, prepare reports, and implement programs within the assigned division.

Represent the department and City to outside agencies and groups in matters of interest to the City.

Present oral reports to the City Council, City Manager, and other committees, commissions and groups.

Evaluate training needs and the effectiveness of existing training programs.

## CITY OF MILPITAS

Assistant Fire Chief (Continued)

### EXAMPLES OF DUTIES

Ensure compliance with City and Department policies, rules and regulations, goals and objectives and priorities.

Ensure compliance with all applicable local, regional, State and Federal laws and regulations.

Prepare and maintain accurate records of business conducted for the City.

Keep current with contemporary public management practices and technical fire service subjects and issues.

Assume command of emergency incidents as required.

May assume command of the department in the absence or disability of the Fire Chief.

### QUALIFICATIONS

#### Knowledge of:

Contemporary fire service management principles, practices and techniques.

Fire suppression, investigation and prevention and fire loss prevention management.

Hazardous and toxic materials, emergency medical services, and disaster response.

Techniques utilized in budget development and administration, equipment procurement and maintenance.

Principles, practices and procedures of contemporary fire training.

Emergency management systems and procedures.

Sound principles and practices relating to the supervision and management of personnel and resources.

#### Ability to:

Make sound decisions and direct fire suppression operations.

Effectively interpret, implement and enforce provisions of Federal and State laws, City and departmental rules, regulations and policies, labor negotiations agreements and all other pertinent regulations and policies.

CITY OF MILPITAS

Assistant Fire Chief (Continued)

Ability to:

Administer and evaluate suppression, prevention and emergency medical programs; make policy and budgeting recommendations.

Plan, organize and participate in a comprehensive fire prevention and loss management and hazardous materials programs.

Develop and implement fire loss management and hazardous materials policies and procedures.

Communicate verbally and in writing in a clear, concise professional manner.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Ten years of increasingly responsible experience in an urban fire agency including at least two years at the level of Battalion Chief in the Milpitas Fire Department.

Education:

Equivalent to a Bachelor's degree in Public Administration, Fire Administration, Business Management or a related field, supplemented with a variety of courses in technical areas relating to the fire service which should include Fire Command, Fire Prevention and Code Enforcement, Hazardous Materials, Fire Investigation, Emergency Management, Organizational Development, and Employee Relations.

Or

Education equivalent to an Associate Arts degree plus two additional years experience at the level of Battalion Chief may be substituted for the required semester units on a year to year basis.

Approved by:

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City Manager