



Deputy and Assistant Chief

	Table of Contents	Page
1.0	Purpose	2
2.0	Supervision Received	2
3.0	Supervision Exercised	2
4.0	Essential Duties & Responsibilities	2
5.0	Peripheral Duties	3
6.0	Desired Minimum Qualifications	4
7.0	Assistant Chief Promotion	4
8.0	Special Requirements	5
9.0	Tools & Equipment Used	5
10.0	Physical Demands & Work Environment	5

Revisions & Effective Date			
Letter	Description	Date	Prepared
A	New	01/01/2005	TAB

Prepared By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 01/01/2005
Approved By: Keith Powell	Title: Chairman Standards Committee	Date: 07/01/2005
Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2005



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-305**
Date: **01/01/05**
Page: **2 of 6**
Revision: **A**

1.0 Purpose

- 1.1. Assists the Fire Chief in managing the daily operations of the Fire Department.

2.0 Supervision Received

- 2.1. Works under the general guidance and direction of the Fire Chief.

3.0 Supervision Exercised

- 3.1. Supervises the department staff, officers or firefighters through subordinate officers.

4.0 Essential Duties & Responsibilities

- 4.1. Supervises all operations in the absence of the Fire Chief.
- 4.2. Plans, coordinates, supervise and evaluate Fire operations.
- 4.3. Directs training of personnel and administers laws and regulations affecting department.
- 4.4. Evaluates fire prevention and fire control policies by keeping abreast of new methods and conducting studies of departmental operations.
- 4.5. Plans and implements methods for improving efficiency of department.
- 4.6. Assumes personal command at multiple-alarm fires.
- 4.7. May assist in coordination of mutual fire protection plans with surrounding municipalities.
- 4.8. Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.
- 4.9. Responds to major fire calls and directs firefighting activities through subordinate officers.
- 4.10. Assists with the development and monitoring of the departmental budget.
- 4.11. Develops specifications for new equipment and recommends equipment improvements.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-305**
Date: **01/01/05**
Page: **3 of 6**
Revision: **A**

- 4.12. Assists with personnel recruitment, selection, and training.
- 4.13. Directs, through subordinate officers, the enforcement of life and fire safety codes.
- 4.14. Maintains effective working relationships with civic and general public groups, elected officials, other City Departments and State Agencies.
- 4.15. May investigate causes of fires and inspect buildings for fire hazards.
- 4.16. May control issue of occupancy permits and similar licenses.
- 4.17. Plans and implements Fire programs for the City to implement policies and goals of the City Manager and Council.
- 4.18. Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.
- 4.19. Directs the operation of departmental in service training activities.
- 4.20. Maintains departmental discipline and the conduct and general behavior of assigned personnel.
- 4.21. May fill in for Battalion Chiefs in their absence.
- 4.22. Plans for purchase of new equipment and use of new techniques in rescue, and firefighting operations.
- 4.23. Prepares reports as directed by Fire Chief.
- 4.24. Recommends awards for firefighters for superior service.

5.0 Peripheral Duties

- 5.1. Attends conferences and meetings to keep abreast of current trends in the field.
- 5.2. Represents the Fire Department in a variety of local, county, state and other meetings.
- 5.3. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- 5.4. Performs other related duties as required.



6.0 Desired Minimum Qualifications

6.1. Education and Experience:

- 6.1.1. High School Diploma or GED equivalent.
- 6.1.2. After five (5) years of fire management experience, three (3) years of which must have been continuous service as a Safety Officer, and/or Captain with the Taylors Bridge Fire Department and
- 6.1.3. Completion of the Firefighter I and II, and
- 6.1.4. Any equivalent combination of education and experience.

6.2. Necessary Knowledge, Skills and Abilities:

- 6.2.1. Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
- 6.2.2. Working knowledge of first aid and resuscitation techniques and their application.
- 6.2.3. Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- 6.2.4. Skill in the operation of the listed tools and equipment.
- 6.2.5. Ability to train and supervise subordinate personnel.
- 6.2.6. Ability to perform work requiring good physical condition.
- 6.2.7. Ability to communicate effectively orally and in writing.
- 6.2.8. Ability to exercise sound judgment in evaluating situations and in making decisions.
- 6.2.9. Ability to establish and maintain effective working relationships with other officers, other support agencies and general public.
- 6.2.10. Ability to meet the special requirements listed below.

7.0 Assistant Chief Promotion

- 7.1. After ten (10) years of fire management experience, five (5) years of which must have been continuous service as a Assistant Chief and/or Safety Officer with the Taylors Bridge Fire Department and/or
- 7.2. After completion of Firefighter I & II, these officers are eligible for promotion to the officer positions listed below.

- Fire Chief



8.0 Special Requirements

- 8.1. Must possess, or be able to obtain, a valid North Carolina Driver's License.
- 8.2. Required to complete Incident Command System (ICS) training every three (3) years.
- 8.3. Must obtain Emergency Vehicle Driving (EVD) certification and continue certification every three (3) years
- 8.4. Must complete Rescue Technician (RT) within three (3) years of elected date.
- 8.5. Ability to meet Departmental physical standards.

9.0 Tools & Equipment Used

- 9.1. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

10.0 Physical Demands & Work Environment

- 10.1. *The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*
- 10.2. While performing the duties of this job, the Assistant Chief is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- 10.3. The Assistant Chief is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- 10.4. The Assistant Chief must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- 10.5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-305**
Date: **01/01/05**
Page: **6 of 6**
Revision: **A**

- 10.6. While performing the duties of this job, the Assistant Chief occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- 10.7. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.
- 10.8. *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*
- 10.9. *The job description does not constitute an agreement between the Fire Department and Assistant Chief and is subject to changed by the Taylors Bridge Fire Department as the needs of the Fire Department and requirements of the job change.*