

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Assistant Chief
SECTION: varies
DATE: March 2025

BASIC FUNCTION OF THE POSITION:

Assistant Chiefs manage a section that oversees multiple divisions and are responsible for performing executive level functions to assist the Fire Chief in the overall administration of the UFA. Assistant Chiefs work closely with the Board of Directors, Municipality and County leadership, and other private and public partners. Assistant Chiefs are Executive Staff employees and may be assigned to serve as the acting Fire Chief in his/her absence. Assistant Chiefs are highly accountable to demonstrating the values adopted by the UFA and striving to meet the adopted expectations of UFA leaders.

SPECIFIC ASSIGNMENTS:

Assistant Chiefs may be assigned to any one of the roles outlined below at the discretion of the Fire Chief. The current breakout of assigned divisions is included below^{7:2} however, those assignments and configurations are subject to change.

- **Administration and Planning** – oversees Compliance and Records, Health and Safety, Strategic Planning, Employee Development, Professional Standards, Governmental Affairs, Fire Prevention, and Special Enforcement.
- **Support Services**– oversees Logistics, Information Technology, and Emergency Management. The Support Services AC oversees major construction and remodeling projects, working closely with the Unified Fire Service Area and other members who retain ownership of Fire Stations.
- **Emergency Services**– oversees Emergency Response, Fire Training, Medical, Special Operations, Staffing/Operations Support, Urban Search and Rescue, and Wildland. The Emergency Services AC also has responsibility for the Standards of Cover.

SUPERVISION RECEIVED:

Assistant Chiefs are characterized as Executive Staff employees and function under the supervision and discretion of the Fire Chief. They are FLSA- exempt (not eligible for overtime except in rare, special circumstances as outlined in UFA Policy and Procedure, Overtime and Compensatory Time). Assistant Chiefs are selected and retained at the discretion of the Fire Chief and are considered at-will with respect to their positions. However, those who were promoted to Assistant Chief directly from a merit position, will be returned to the previous merit position and rank held if they are removed from/not retained in the Assistant Chief position in accordance with UFA Policy and Procedure,

Employment Status. A three-month severance for termination without cause is provided for those employees who were not promoted to an Assistant Chief position directly from a UFA merit position.

SUPERVISION EXERCISED:

Assistant Chiefs directly supervise ~~District Chiefs~~, Division Chiefs, Division Leaders, Battalion Chiefs, Captains, and Support Staff. Assistant Chiefs' disciplinary authority extends to major discipline, including the ability to suspend employees with pay and to recommend the termination of assigned personnel to the Fire Chief. Supervision is exercised in accordance with UFA policies and procedures with an emphasis on the expectations of UFA leaders.

PRINCIPAL RESPONSIBILITIES:

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Provides leadership and supervision in emergency and non-emergency conditions what will enable personnel to be successful in their assigned role through training, teamwork, appropriate strategy and personnel development. This may also be accomplished by mentoring, coaching, counseling, performance appraisals, and discipline.
- Provides management of their respective Section to ensure the business and mission of UFA is accomplished effectively. This includes but is not limited to staffing, payroll, investigations, reports, response area coverage, project/program oversight, resolution of complaints/issues and budget administration.
- May serve as a UFA liaison to a city, community group, or major patron served by the UFA. Meets with City/County Councils, Mayors and other Elected Officials as well as the public or allied agencies to answer questions, make presentations and proposals and conduct other UFA business.
- Assists the Fire Chief in formulating rules, policies and procedures.
- Develops and recommends organizational goals, plans and objectives and delegates authority and responsibility to meet the goals and objectives within their assigned Section.
- Makes reports to the Fire Chief and the UFA Board on the effectiveness and efficiency of division and department operations.
- Chairs or functions as a member of various committees or working groups.
- Works cooperatively with the recognized employee organization on various joint projects, committees, and other aspects of organizational development.
- Evaluates community needs; recommends modification of departmental operations to meet new or changed needs.
- Oversees and implements contracts for services as required within the Section.
- Represents UFA in media and public relation opportunities, plans and implements community events.

- Represents the Fire Chief in various departmental and public forums as requested, may serve as Acting Chief in the absence of the Fire Chief.
- Performs other duties of a similar nature or level.

TYPICAL DECISIONS:

Decisions are critical in nature and may involve complex responses to all types of emergency incidents and executive level issues. Decisions impact a large number of employees and reflect on the organization as a whole. Work in this position requires considerable independence and executive-level decision-making. Decisions involve confidential information and require significant knowledge, analysis and thought.

LEADERSHIP COMPETENCIES:

The following competencies are critical for success in the position and are based on the Korn Ferry FYI – Leadership Architect Competency modeling.

FACTOR I: THOUGHT

- **Manages Complexity**: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems. (8)
- **Strategic Mindset**: Seeing ahead to future possibilities and translating them into breakthrough strategies. (33)

FACTOR II: RESULTS

- **Ensures Accountability**: Holding self and others accountable to meet commitments. (1)

FACTOR III: PEOPLE

- **Collaborates**: Building partnerships and working collaboratively with others to meet shared objectives. (6)
- **Manages Conflict**: Handling conflict situations effectively, with a minimum of noise. (9)
- **Builds Effective Teams**: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals. (34)
- **Communicates Effectively**: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. (7)
- **Drives Vision and Purpose**: Painting a compelling picture of the vision and strategy that motivates others to action. (37)

FACTOR IV: SELF

- **Courage**: Stepping up to address difficult issues, saying what needs to be said. (10)
- **Instills Trust**: Gaining the confidence and trust of others through honesty, integrity, and authenticity. (36)

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- UFA rules, regulations, and procedures, budgeting, and purchasing
- Federal, state, and local laws and regulations related to fire protection, firefighting, and employee safety
- Use of computers and computerized programs
- Incident command and control strategies and tactics
- Effective Leadership principles and expectations
- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate administrative policies, organizational structures, and various UFA programs and practices
- Principles and modern methods of fire suppression/prevention, emergency medical service, hazardous material abatement and technical rescue
- Principles of employee supervision and personnel management including labor relations, training, disciplining of personnel, and information systems

Skill in:

- Coordinating multiple priorities and programs
- Preparing and modifying strategic plans
- Establishing and maintaining effective working relationships with others, especially in sensitive relationships with representatives of other agencies or governmental units, employee associations, and citizen groups

Ability to:

- Maintain managerial control under extremely stressful conditions
- Make life or death decisions during emergency situations
- Work safely without presenting a direct threat to self or others
- Work in a teamwork environment
- Counsel personnel and conduct performance appraisals.
- Formulate goals and objectives
- Plan, implement, evaluate and direct multiple and varying projects, programs, and activities
- Consistently interpret and administer policies, procedures, and applicable regulations and professional standards
- Adhere to established timelines
- Motivate individuals to meet departmental objectives
- Work cooperatively with the recognized employee organization
- Coordinate and initiate actions, implement decisions and recommendations
- Deal tactfully and persuasively with others in controversial situations
- Communicate effectively through oral presentations, written reports, and in-person discussions
- Drive a UFA vehicle to respond to emergency incidents

MINIMUM EXPERIENCE AND QUALIFICATIONS:

- Valid Driver License.
- A minimum of one year as a UFA Chief Officer, also currently serving as UFA Battalion Chief, UFA Division Chief, sworn UFA Fire Marshal, sworn UFA Emergency Management Director or UFA Operations Chief.
- Ten (10) years in a UFA firefighter position *with* a Bachelor's degree (or higher).
OR
Fourteen (14) years in a UFA firefighter position *with* an Associate degree.

DESIRABLE QUALIFICATIONS:

- UFA Operational Battalion Chief experience.
- Master's degree.
- Center for Public Safety Excellence Certified Chief Fire Officer.
- Fire Academy Executive Officer Program Graduate.
- NFPA Fire Officer III & IV.

WORKING ENVIRONMENT:

Incumbents generally work in a standard office environment. The expected regular work schedule is forty to fifty hours during regular business hours of Monday-Friday, with some executive flexibility, and may also involve evening and weekend hours. Work activities vary widely, including administrative work, response to alarms, attendance at meetings, and both field and classroom training. Response to alarms may occur at any time in all weather conditions. Emergency work may be strenuous. Normal and emergency response driving is required. Business travel may also be required.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position requires the individual to sit and stand for long periods. The individual frequently is required to use the arms, hands, and fingers to feel or reach. The sensory requirements for this position include vision, hearing, and touch and the incumbents will be exposed to high heat, noise and stress. The employee in this position must frequently exercise use of good judgment and be able to work with minimal supervision. This position requires good physical condition with the ability to lift up to 50 pounds frequently and over 100 pounds on rare occasions. Position may require occasional wearing of protective equipment, including self-contained breathing apparatus (SCBA). May be occasionally subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke, fumes, airborne particulates and/or caustic chemicals, and be at risk of electrical shock, and vibration.

Classified as an Executive Staff position in accordance with UFA Policy and Procedure, Employment Status and is FLSA-Exempt (not eligible for overtime except in rare, specific circumstances as outlined in UFA Policy and Procedure, Overtime and Compensatory Time)

This position is classified as a Category A position with regard to the Employee's Use of Mobile Phones policy and as a Category A position with regard to Staff Vehicle Assignment and Use and Reimbursement policy