

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS: 4205

TITLE: ASSISTANT FIRE CHIEF

GRADE: F-33

DEFINITION:

Under direction, assists the Chief of the Fire and Rescue Department in the overall administration and operation of the Fire and Rescue Department; supervises and directs the activities within the three bureaus, Business Services, Operations and Personnel Services.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Fire Chief reports directly to the Chief of the Fire and Rescue Department, and functions as second-in-command as needed. The Assistant Fire Chief class differs from the Deputy Fire Chief class in that the Assistant Fire Chief oversees the major bureaus within the Fire and Rescue Department. The Deputy Fire Chief class, in contrast, is reserved for positions managing one of the agency's staff divisions (Prevention, Support Services, Health and Safety, one of the three Operations shifts, Emergency Medical Services, Training Division or Special Operations).

ILLUSTRATIVE DUTIES:

Directs the Personnel Services, Business Services, or Operations Bureaus;
Provides effective, responsible and continuing leadership in areas of assigned responsibility;
Serves on the rotation of Staff Duty Officer;
Continuously formulates, clarifies and implements programs and policies affecting assigned units and functions;
Oversees and coordinates the activities of the assigned area, in conjunction with each Deputy Fire Chief/Division head;
Coaches and mentors in the professional development of subordinates;
Participates in all required training and maintains all professional certifications to ensure operational readiness at all times;
Makes field inspections of facilities, equipment, personnel and training evolutions;
Investigates complaints made against the department;
Responds to multiple and high-risk alarms, and may assume command at such incidents;
Plans and administers the department's budget;
Serves as the liaison and point of contact with other county agencies and civic, business, and community groups, and appears before various groups as senior spokesperson for the department or as a personal representative of the Fire Chief.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles of fire administration (including the functional areas of organization, personnel, budget and management analysis), and the ability to apply these principles effectively;
Knowledge of, and the ability to effectively apply, the principles and protocols of modern firefighting, fire prevention and protection, emergency medical service, hazardous material

CLASS: 4205

TITLE: ASSISTANT FIRE CHIEF

GRADE: F-33

Page 2

abatement, and technical rescue;

Knowledge of local, state, and federal laws affecting departmental operations;

Knowledge of research techniques and statistical analysis as they relate to the operation of a large municipal fire and rescue department;

Demonstrated management and leadership skills;

Ability to organize, plan, direct and supervise the activities of a large and complex bureau;

Ability to develop and maintain effective working relationships with governmental representatives, staff, volunteer organizations, and the general public;

Ability to communicate clearly and concisely, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from and accredited four-year college or university with a bachelor's degree in fire science, public administration, business administration, or a related field; extensive formal training in fire science and fire administration; currently holds the position of a Fairfax County Deputy Fire Chief.

External applicants must have ten (10) years of progressive paid experience in a large municipal fire and rescue department, and two (2) years must have been equivalent to serving as a commander of multiple battalions, or a commander of a major division (Emergency Medical Services, Special Operations, Fire Prevention, Support Services, Health and Safety or Training).
AND

Class "A" medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

CERTIFICATES AND LICENSES REQUIRED:

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-B);

Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;

Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND

Possession of a valid Motor Vehicle Driver's License.

NECESSARY SPECIAL REQUIREMENTS:

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a Work Performance Evaluation (unless granted light duty due to illness or injury).

CLASS: 4205
Page 3

TITLE: ASSISTANT FIRE CHIEF

GRADE: F-33

REVISED: April 29, 2010
REVISED: September 11, 2009
REVISED: August 1, 2006
REVISED: May 10, 1999
REVISED: October 7, 1998
REVISED: June 4, 1998
RETITLED: November 18, 1996
REVISED: September 16, 1994
REVISED: July 16, 1987
REVISED: July 26, 1982