

ASSISTANT FIRE CHIEF
(City of Salamanca)

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory and administrative work involving responsibility for firefighting and fire prevention activities. The work of this class is performed under general supervision in accordance with policies and objectives established by the Fire Chief. In the absence of the Fire Chief, an incumbent of this classification may assume the Fire Chief's duties. Supervision is exercised over the work of all fire department personnel assigned to the shift. An Assistant Fire Chief does related work as assigned.

TYPICAL WORK ACTIVITIES:

- Responds to all alarms during his shift and directs firefighting activities in the absence of the Chief;
- Receives and records all fire alarms;
- Assists in assigning firefighters to perform specialized firefighting duties;
- Responds to ambulance calls and performs emergency first aid treatment;
- Inspects firefighters, station and equipment for proper appearance and condition;
- Supervises the cleaning, maintenance and repair of station and equipment;
- Instructs firefighters in firefighting and prevention techniques, may be assigned as Municipal Training Officer;
- Assists in maintaining records and preparing reports of fire department activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern firefighting and fire prevention principles, methods and equipment; good knowledge of the city's building code and fire prevention laws and ordinances; good knowledge of modern principles of fire department administration; ability to direct firefighting and fire prevention activities; ability to supervise the work of others; ability to understand and follow detailed oral and written instructions; initiative; resourcefulness; sound judgment in emergencies; thoroughness; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Two years of experience as a firefighter;

SPECIAL REQUIREMENT: Possession and maintenance of a valid Emergency Medical Technician Certificate.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: January 31, 1990
Adopted: October __, 2017