



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ASSISTANT FIRE CHIEF

BARGAINING UNIT: FIRE BARGAINING

CODE NUMBER: 2610

PAY RANGE CODE: 1 MF

REVISION DATE: 8/31/17

NATURE OF WORK

This is responsible work in the direction of routine and emergency activities of the personnel of the Omaha Fire Department on an assigned shift or the administration of certain specialized functions within the Fire Department. Work involves the direction of firefighting and rescue activities as well as the conduct of activities to comply with departmental policies, procedures, and special instructions of the Fire Chief. Work also involves the responsibility for the administrative and operational control of the Emergency Medical Services Division, Training Division, Technical Services Division, Safety and Wellness Division, Fire Investigation Unit, Information Services Division, and Fire Prevention Unit. In addition, the work involves frequent public relations activities. An incumbent in this classification exercises considerable independence in the performance of duties and receives general guidance from the Fire Chief.

ESSENTIAL FUNCTIONS *(Any one position may not perform all the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class.)*

Administers and provides operational control over city fire prevention, arson and incident scene investigations, communications, equipment maintenance, emergency medical services, training, personnel, and budgetary related activities as directed by the Fire Chief.

Oversees firefighting and rescue operations of fire department personnel during an assigned shift.

Interprets, enforces, and explains the rules and regulations that govern the activities of fire department personnel.

Responds to fire alarms, determines the necessary equipment and apparatus, makes decisions as to the best method of extinguishing fires, and directs activities of firefighters until relieved of command by the Fire Chief.

Conducts personnel inspections and performance evaluations, maintains discipline, and effects or recommends disciplinary actions.

Inspects fire stations, equipment, and apparatus, and makes recommendations or directs corrective actions to ensure compliance with established standards.

Oversees and is responsible for the proper and timely handling of all departmental written and electronic documents, including but not limited to correspondence, memos, reports, and e-mails.

Coordinates and monitors new initiatives and evaluates their effectiveness.

Oversees the inspections of buildings for fire prevention, code violations, or hazards; oversees inspections of alarms, hydrants, sprinkler systems, and standpipe systems for operational use.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, COGNITIVE ABILITIES, PHYSICAL ATTRIBUTES, AND PERSONAL CHARACTERISTICS

Knowledge of departmental rules and regulations and the Fire Department manual of Standard Operating Procedures.

Knowledge of modern firefighting principles, practices, and procedures.

Knowledge of fire prevention ordinances and the practices and techniques of fire prevention, including inspection procedures and methods of eliminating hazardous conditions.

Knowledge of the causes of fires and the laws, methods, and techniques of arson investigation.

Knowledge of the operation and maintenance of firefighting apparatus and other equipment, including communications equipment.

Knowledge of the hazards involved in fighting fires and other emergency situations and the essential safety precautions to avoid them.

Knowledge of emergency medical treatment principles and techniques.

Knowledge of the principles and techniques involved in administering training and instruction to sworn departmental personnel.

Knowledge of the principles and techniques of effective management.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to plan, supervise, and coordinate the activities of subordinates.

Ability to maintain awareness of activities occurring at emergency scenes, assess relevant information rapidly, and respond quickly and calmly to direct the work of subordinates.

Ability to communicate effectively orally and in writing, and to read, comprehend, and write the English language at the twelfth grade level.

Ability to comprehend and, at all times, adhere to the Firefighter Code of Ethics.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to climb, balance, stoop, squat, kneel, crouch, crawl, push, lift, and type up to 25% of the time; to reach, bend, stand, and walk from 26 to 50% of the time; and to sit 51 to 100% of the time.

Ability to use up to ten (10) pounds of force to move objects up to 25% of the time and a lesser amount of force to lift, carry, push, or pull to move objects 26 to 100% of the time.

EDUCATION AND EXPERIENCE *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Fire Service Management, Business Administration, Public Administration, Emergency Management or closely related field

AND

One (1) year of experience as a Battalion Fire Chief

OR

Associate's degree in Fire Protection or closely related field

AND

Thirteen (13) years of firefighting experience, including the rank of Battalion Chief for a minimum of four (4) years.

SPECIAL QUALIFICATIONS

Must possess a valid class "O" motor vehicle operator's license.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise; however, at times an incumbent in this classification works outdoors in all weather conditions, amid above normal levels of noise, near or with vibrating machinery or moving mechanical parts, with or near electrical currents, in high places or confined spaces, in conditions of high humidity, fumes, odors, dust, mists, gases, or poor ventilation, and exposure to infectious diseases and hazardous materials.

EQUIPMENT OPERATION *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Automobile
Communications Equipment
Self Contained Breathing Apparatus
Protective Clothing and Equipment

Copier
Printer
Scanner

Computer
Telephone
Audio/Visual Equipment

Previous Revision Date(s): 3/31/94
6/22/00
3/29/07
12/11/08
10/31/13

Attachment "A"

FIREFIGHTER'S CODE OF ETHICS

As a Firefighter, my fundamental duty is to serve mankind; to safeguard lives and property; and to respect the Constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. I will perform my duties without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the fire service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...fire prevention and suppression.