

Index #: 5403

Subject: Assistant Chief – Public Safety &
Technical Services

**POCATELLO FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

To: All Personnel

Revision Date: March 2009

From: Mike Duersch

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POSITIONS PURPOSE:

This position is a member of the Fire Department management team and plans and directs the department's loss prevention programs and manages the Fire Investigation Unit. The position supervises public fire education programs as well as the fire prevention bureau and its employees and functions. The position directs inspection of existing businesses for code compliance. The incumbent directs and manages the technical services of the department including the Communications Unit, Hazardous Materials Unit, and the Urban Search and Rescue Unit. The position develops and provides input in policies and procedures and coordinates development of the budget related to assigned functions. The incumbent may serve as incident commander, Emergency Operations Center Officer, or in the emergency Management System as assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Leads, assigns, directs, motivates, evaluates, and makes recommendations regarding hire, discipline and commendation of subordinates in order to maintain high morale, high productivity and professional competence and to ensure compliance with City/Fire Department policy and Department policies and standard operating guidelines.
2. Assists in general management of the department by serving as a member of the department's management team and developing and providing input regarding policies, procedures, budget and personnel issues, and by participating in team management meetings to ensure members of the department fulfill their mission in fire protection, inspection, investigation, public education, communications, hazardous materials mitigation and rescue.
3. Administers the fire inspection program, supervising the inspection of target hazard occupancies such as hospitals, schools and nursing homes, to ensure all public access occupancies receive fire and life safety inspection and comply with applicable laws and regulations.

4. Ensures understanding of, compliance with, and support for department policies and procedures by instructing, training and encouraging support for department operations, management changes, and new procedures related to fire prevention and technical services.
5. Interacts with members of the business community to ensure understanding of and compliance with fire code requirements.
6. Manages the Communications Unit within the Fire Department including technical components within the department and serving as liaison with dispatch, as well as coordinating efforts and resources with local, state and federal agencies.
7. Manages daily operation of the department's computer systems and equipment and their acquisition, maintenance, and repair.
8. Ensures that the public receives information regarding fire safety by directing public fire education and personnel in the department involved in providing the training and education.
9. Manages specialized functions within the department such as hazardous materials response, urban search and rescue, juvenile fire setter programs and fire investigations by planning and coordinating these services and by directing and supervising personnel involved in providing the services.
10. Represents the Fire Department in interaction with other city departments on issues related to daily operations, specialized committees and task forces.
11. Coordinates the development and management of the department budget for public safety and technical services in order to ensure availability of resources to carry out these functions.
12. Prepares and maintains documentation regarding fire reports, fire investigation reports, and fire inspection reports.
13. Performs other related duties as assigned.

NATURE AND SCOPE:

The Assistant Chief - Fire Prevention and Technical Services is a member of the Fire Department management team. The position reports to the fire chief and may assume duties of the chief in that position's absence. The position directly supervises positions of Captain and Fire Inspector.

The position requires at a minimum an associate's degree in Fire Science or equivalent combination of experience, education, and training, as well as, certification/licensure as an Emergency Medical Technician or EMT-Paramedic and a valid Idaho driver's license. 12 years experience in fire fighting, fire prevention and/or fire safety, with previous command experience are required.

Major functions of this position include administration of the fire inspection program which includes directing activities of Fire Inspectors, meeting with business owners to resolve fire code compliance issues, supervising the inspection of target hazard occupancies, and preparing and maintaining inspection reports; managing public fire education programs and the fire prevention bureau along with its employees and functions; managing various support functions such as computer systems and communications; managing other specialized functions such as hazardous materials response, urban search and rescue, and juvenile fire starter programs; overseeing the fire investigation unit to determine cause, source and proliferation of fires. The incumbent has accountability for administrative functions including significant input into preparation and administration of the department budget, maintaining records and reports regarding fire prevention, fire inspection, and fire reports, and for preparing memorandum and correspondence as well as performing various personnel actions such as performance appraisal of subordinates.

The incumbent works primarily in an office environment where exposure to hazards is minimal, however, there is a possibility for exposure to unpredictable hazards and extremes of weather when involved at the scene of major emergencies.

Primary internal contacts are with Fire Department personnel and employees and supervisors in other City departments regarding fire prevention and the department technical services issues. External contacts include members of the business community, public and private organizations, community groups, the media,

vendors and suppliers, personnel from other local, state and federal agencies, and the general public.

APPROVAL SIGNATURE:

FIRE CHIEF

DATE