

ORGANIZATIONAL MANUAL



VOLUNTEER ASSISTANT CHIEF

Non-Compensated, Non-Represented

Section P
PERSONNEL
Procedure P-3V

Position Summary:

Under the general direction of the Fire Chief, the Volunteer Assistant Chief manages the Fire District. The Volunteer Assistant Chief is responsible for the direct management of all volunteers. The Volunteer Assistant Chief has the responsibility to effectively recommend hiring, transfer, suspension, promotion, discharge or discipline of the volunteers.

This position is both a supervisory and a confidential position and as such is not part of the bargaining unit. The Volunteer Assistant Chief will provide advice and guidance to the Fire Chief regarding staffing, personnel matters, and budget recommendations. The Volunteer Assistant Chief may be asked to prepare confidential materials and attend confidential meetings. In the absence of the Fire Chief and Deputy Fire Chief, the Volunteer Assistant Chief may oversee operations of the volunteers of the District.

Supervision Received:

The Volunteer Assistant Chief will follow the chain of command at all times, except for certain protected activities described in the personnel policies, and reports directly to the Fire Chief.

Supervision Exercised:

The Volunteer Assistant Chief will:

- Perform duties at incident scenes as the Incident Commander, Officer in Charge of a company, or duties, positions, or functions assigned to them by the Incident Commander.
- Provide input to the Fire Chief during the selection process and probationary period of personnel.
- Will have a thorough understanding of the District's personnel policies and procedures and ensure that crews are acting in accordance with District expectations.
- Be assigned a crew by the Fire Chief to perform apparatus checks in the absence of sufficient Captains.
- Be the first step in the chain of command for Volunteer Captains.

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- Attempt to resolve major and minor issues brought to their attention. Issues where the Volunteer Assistant Chief is personally involved will be referred to the Fire Chief.
- Keep the Fire Chief advised on all personnel issues brought to their attention, recommended actions that need to be taken, or the disposition of actions.
- Assist with training of personnel at regular and specialized training sessions.
- Serve in a supervisory capacity for all volunteer personnel at any point in the chain of command at their discretion.

Essential Job Duties:

Respond to the incident scene in a duty vehicle, from a station to the incident scene, or to a station for response or standby during their duty week.

- Possess an in-depth knowledge of personnel management, training techniques, hazardous material mitigation, and fire suppression principles, practices and methods.
- Act as a liaison with agencies and organizations at the direction of the Fire Chief.
- May serve on a committee to evaluate capital purchases.
- Able to determine the initial actions to be taken at emergency incident scenes and deploy personnel and apparatus as necessary.
- Direct response routes to be used by responding units and determine the need for additional resources at incident scenes.
- Supervise the exercise of safety and use of personal protective equipment by others at emergency scenes.
- Direct the operation of apparatus, equipment or personnel assigned to them at incident scenes.
- Transmit orders and other information to personnel at emergency scenes.
- Assume command of emergency incidents when a firefighter is in command.
- Observe and evaluate scene safety and operational effectiveness when a Lieutenant or Captain is in command. The Volunteer Assistant Chief will assume command from a Lieutenant or Captain, as they deem necessary.
- Serve a duty week on a rotating basis with all officers above the level of Lieutenant; during this time the Volunteer Assistant Chief may respond directly to the incident scene and establish Incident Command. It is the Volunteer Assistant Chief's responsibility to find another officer to cover their duty should they be unable to respond or leave District during their duty week.

This list of complexity of duties is not intended to be exhaustive. Additional related duties, as necessary, may be added by the Fire Chief.

Contact With Others:

The Volunteer Assistant Chief will:

- Lead by example, complete reports in a timely manner, participate in volunteer firefighter activities, attend drills according to volunteer guidelines, etc.

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- Work with the general public, fire protection agencies, local, state, federal, and regulatory officials / agencies at the direction of the Fire Chief.
- Reflect a professional image of Philomath Fire & Rescue.
- Be self-motivated and willing to function as an integral part of Philomath Fire & Rescue emergency services team.
- Exhibit leadership qualities and effectively lead personnel.
- Exhibit qualities and actions worthy of respect and emulation by others.

Knowledge, Skills, and Ability to:

- Knowledge of the District including the rules, regulations, procedures, and Operational Guidelines governing the District.
- Knowledge of hazardous materials control and containment procedures, structural fire suppression strategy and tactics, and wildland firefighting strategy and tactics.
- Able to participate in training programs and be skilled in training others in the performance of specific tasks.
- Able to analyze emergency conditions and make safe, decisive, effective, and reasonable courses of action.
- Knowledge of the fire suppression resources of the District and surrounding fire service agencies.
- Possess computer skills commensurate with the needs of the position.

Required Qualifications:

As a condition of employment, the following certifications, licenses, or training must be maintained. This list is not intended to be all-inclusive. Additional training may be added as necessary.

- Good standing within the Fire District.
- Minimum three years as Fire Captain or equivalent management-level experience
- Fire Officer I
- Fire Instructor II
- Apparatus Operator
- Aerial Operator
- Oregon Emergency Medical Technician
- Hazardous Materials Incident Commander
- Incident Safety Officer
- NWCG Engine Boss
- Maintain a valid Oregon Driver's License

Preferred Qualifications:

- Fire Officer II
- Mobile Water Supply Officer
- NWCG Strike Team Leader
- Oregon Advanced EMT or Paramedic

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At the direction of the Fire Chief, the Volunteer Assistant Chief will attend training and seminars to increase their abilities in the performance of assigned duties.

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The physical demands of this position require significant physical effort and manual labor, such as lifting heavy objects, carrying weight of 50 pounds, constant movement, bending and squatting. Individuals in this position are expected to be able to pass the District Fitness Test as well as an NFPA 1582 Physical.

Additionally, requirements of this position include use of an SCBA and mask which is worn close to the face. This position also requires operation of heavy machinery including large fire apparatus. Individuals in this position are also expected to be able to identify problems common with fire apparatus and determine resolution, repair, or recommend upgrades to basic systems.

Additional physical demands include frequent standing, walking on both level and uneven surfaces, twisting, reaching, feeling, bending, kneeling, repetitive motions and operation of hands/wrists and feet, grasping, talking, listening/hearing, reaching above shoulder and lifting. Work infrequently requires crawling, stooping, crouching, climbing stairs or ladder. Specific vision abilities required of this position include the ability to adjust focus and read street and road signs while driving.

Mental/Cognitive Demands:

Work involves multiple tasks that change frequently and requires sound mental organization. The work of this position is frequently interrupted to respond to coworkers and the emergency needs of members of the public.

Work Environment:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and outdoor areas with exposure to heat, cold, and all types of weather. Additional environmental exposures include cramped and confined spaces as well as working at heights of more than 20 feet. Exposure to unwell individuals, body fluids, and chemicals is frequent. Noise levels of the work environment can vary from mild to significant, commensurate with the noise of use of mechanical equipment, large apparatus, and emergency response.

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Occasionally, this position may require you to attend meetings, seminars, and District functions, including overnight travel and out-of-area stays, at the discretion of the Fire Chief.

Selection Guidelines:

The selection process for this position will consist of a formal application, review of certifications and experience, contact with references, appropriate skills testing, and interviews. In the case of multiple applicants, the competitive process will be followed for selection of the appropriate candidate. Final selection will be made contingent upon passing a drug screening and background check.

This job description does not constitute an employment agreement between the District and the individual and is subject to change by the District as the needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.