

# **Hebgen Basin Fire District**

## **Position: Assistant Chief/Fire Marshal**

**DIVISION:** Fire & Life Safety/Training/Maintenance

**FSLA CATEORY:** FSLA Exempt-non-union

(Date Last Amended: January 2025)

### **Job Summery**

Under the general direction of the District Fire Chief of the Hebgen Basin Rural Fire District, the Assistant Chief is a supervisory employee and administers the operations of the Fire and Life Safety Division, including Fire Marshal, Training and the Maintenance Division of Hebgen Basin Rural Fire District. The Assistant Chief is responsible and accountable for the planning, organization, direction, control, coordination and budgeting of the activities and duties of the Fire and Life Safety and Training Divisions. This includes the completion of assigned work objectives, reports, forms and communications. The Assistant Chief shall assume command of all or part of the routine or emergency functions of the Fire District at the direction of or in the absence of the District Fire Chief and shall perform other duties and activities as directed. This position is exempt from overtime and requires residency within the 30-minute response time boundaries to Station 1 of the Fire District.

### **Essential Job Functions:**

The Assistant Chief works relatively independently in supervising all technical and general operations of the Fire and Life Safety, Training, and Maintenance Divisions, and ensures that desired work results are achieved.

1. Plans, directs, supervises a comprehensive fire and life safety program for the Fire District including the fire prevention inspection program, building pre-planning, cause and origin determinations and may assist with subdivision reviews.
2. Supervises the Fire District's Maintenance Division and ensures proper maintenance of apparatus, equipment and facilities.
3. Interprets and requires compliance with adopted codes within the Fire District.
4. Compiles detailed reports and records of Fire and Life Safety, Training and the Maintenance Division activities.
5. Uses independent judgment on a regular, recurring basis to make recommendations to hire, transfer, suspend, lay off, promote, discharge, assign, reward or discipline employees.
6. Ensures cohesive activities with outside Agencies.
7. Develops and releases, with approval, publicity according to Fire District policies.

8. Assists in the formulation and administration of District rules, regulations, procedures and policies.
9. Assists with cost estimates for capital projects and capital outlay items for the Fire District.
10. Assists in the coordination of the Fire District's activities with those of other jurisdictional departments, public agencies, and private organizations.
11. Meets with business and industry representatives to secure cooperation on Fire District operations and measures. Attends meetings and conferences and serves as a public speaker or as a Fire District representative.
12. Determines and directs the deployment and assignment of personnel and equipment.
13. Assures response and proper employment of fire personnel at the scene of an incident.
14. May assume primary responsibility for internal administrative activities when designated by or in the absence of the District Fire Chief.
15. The Asst. Chief is on call 24 hours per day and seven days per week.

### **Job Requirements**

1. Thorough knowledge of up-to-date Training Techniques.
2. Knowledge of Apparatus Maintenance Techniques.
3. Ability to plan, organize and direct the operations of the Fire and Life Safety, Training and maintenance Division of the Fire District. Ability to keep accurate records and prepare technical and administrative recommendations and comprehensive reports and records.
4. Ability to maintain the discipline, morale, and respect of subordinates, and to establish and maintain cooperative working relationships throughout the Fire District.
5. Ability to assume command of the Fire District in the absence of the District Fire Chief.
6. Thorough knowledge of the modern principles, practices, and procedures of Fire District administration, organization, and operation.
7. Thorough knowledge of the use of building materials, principles of construction, physics and chemistry as applicable to the fire service.
8. Thorough knowledge of fire suppression and rescue principles.
9. Working knowledge of Subdivision Review process.
10. Knowledge of principle of origin and cause determination.
11. Knowledge of budgeting, personnel, and purchasing procedures.
12. Thorough knowledge of the Fire District rules and regulations, procedures and firefighting resources such as personnel, water supply and communication.
13. Knowledge of the local geographic and climatic conditions, which might affect the Fire District's operations.
14. Ability to plan, lay out, supervise and coordinate the activities of a large number of personnel engaged in varied Fire District functions under normal and emergency conditions.

15. Ability to assist in the formulation and administration of Fire District policies and goals.
16. Ability to analyze and investigate problems and develop appropriate solutions to take necessary actions.
17. Ability to represent the Fire District in dealings with other agencies, organizations and officials and speak effectively to civic groups, other audiences and the general public.

**Minimum Qualifications**

- College graduate with major in fire or EMS, 5 years' experience in leadership positions; OR
- High school graduate with ten years experience in a fire department and minimum 5 years' experience in leadership; OR
- Combination of Minimum Qualifications
- Nationally registered EMT-Basic and Montana State Firefighter-1 certification
- Physically capable of passing a three-mile arduous pack test
- Driver's License or be able to attain one upon hire.
- Must establish residency within the 30-minute response area boundaries to Station 1 of the Hebgen Basin Fire District.