

Aptos/La Selva Fire Protection District

ACTING DUTY CHIEF

Job Description

THE POSITION:

Under the general direction of the fire chief and supervision by his or her division chief, the acting duty chief provides duty coverage in place of normally assigned division chiefs absent due to use of leave credits, incident or training assignments, etc. Acting duty chiefs may also be assigned to incident command system overhead positions during complex, extended, or significant incidents. While performing duty coverage, the acting duty chief will have the authority to command incident response, supervise the movement and assignment of District resources in conformance with District policy, and coordinate administrative functions.

TYPICAL DUTIES:

- Respond to emergency incidents and take appropriate action to mitigate the immediate hazards as well as protect citizens, fire personnel, and property against undue safety compromises.
- Plan and conduct fire prevention activities, public education, daily routine activities, training programs, and drills.
- Responsible to ensure the maintenance of the fire station, grounds, apparatus, and equipment.
- Implement and enforce Departmental Policies & Procedures.
- Represent the department in dealing with the public and outside agencies.
- Perform related duties as assigned.
- Promote accurate and timely shift communications about departmental activities and needs.
- Improve communications between line and staff and seek shift level compliance to all SOPs and EOPs.

ESSENTIAL FUNCTIONS:

- Ability to work 24 hour shifts and work overtime.
- Prolonged standing, walking and stooping on pavement, asphalt and uneven terrain.
- May be required to walk and run while carrying equipment.
- Occasionally must bend, stoop, kneel or crouch to deal with emergency medical patient needs, operate rescue equipment or carry equipment and/or hose lines into a burning building.

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- Occasionally must crawl within confined spaces and/or within a smoke filled atmosphere to perform fire control, emergency escape or rescue operations.
- Occasionally must be able to climb ladders, stairs, ramps, scaffolds, poles and the like using feet or legs and/or hands and arms.
- On an occasional to frequent basis, must be able to twist the torso, reach overhead and perform neck and cervical movement to accomplish pulling hose and when performing rescue techniques.
- Occasionally to frequently must have the strength to lift up to 100 lbs. Using appropriate lifting and squatting techniques.
- Must be able to drag an injured victim from a danger area for eventual rescue by a two-member team.
- As part of a 2-person team must be able to lift a patient or rescue victim.
- Must be able to extend arms and hands in any direction and be able to seize, hold, grasp, turn and otherwise work with hands; must have the fine finger manipulation equivalent to writing.
- Must be able to talk and hear with adequate acuity when taking emergency orders and following directions from a supervisor.
- Must have the visual capacity, depth perception and color vision to drive and follow hazard notification signs.
- Must be able to work in a variety of environmental situations including: indoors, outdoors, fumes, dust, gases, humidity, odors, ventilation, noise or vibration, extreme heat/cold, and in situations where traffic, chemical spills, fires and biohazards exist.
- Ability to work within the chain of command system, accept constructive criticism, react quickly and calmly in emergency situations.
- Ability to effectively communicate and maintain positive working relationships with peers, superiors, subordinates, and other public safety personnel and members of the public in a professional and appropriate manner.

Knowledge and Abilities:

- Ability to size up an incident and initiate proper response procedures.
- Managerial and leadership skills and techniques.
- All Department SOPs, EOPs, Personnel Policies, operational programs, and Firefighters' Association MOU.
- Effectively train, evaluate, motivate, and communicate personnel;
- Prepare clear and concise reports.
- Prepare budgets.
- Interact successfully with the public.
- Problem solving skills.
- Effectively implement the incident command system.
- Fire enforcement codes and firefighting and fire prevention techniques.

Minimum Qualifications:

- Graduation from high school or a GED.

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- Possession of a valid California specialized license to drive departmental apparatus; ability to maintain required driver's license requirements as established by the Fire Chief.
- California State Certified Fire Officer or completion of all Fire Officer Certification classes, pending actual certification.
- Three years as a line fire captain with a paid fire agency in charge of a crew of at least three personnel (fire captain and two subordinates).
- Currently employed by the Aptos/La Selva Fire Department.
- Five (5) years firefighting experience in a paid/career fire service position at an equivalent size department as Aptos/La Selva Fire Department or larger.
- Three (3) of the five years firefighting experience in a paid/career fire service position shall have been with Aptos/La Selva Fire Department.
- Ability to pass the departmental medical and physical fitness requirements, as guided by adopted departmental procedures.

Prior to Appointment:

- Certified completion of California Fire Service Training and Education System (CFSTES) Command 2-A, Command Tactics at Major Fires
- Certified completion of CFSTES Fire Command 2B, Management of Major Haz Mat Incidents.
- To maintain status as an acting duty chief, successful candidates must demonstrate preparation to compete for division chief appointment by completing CFSTES Fire Management 2-A, Organizational Development and Human Resources and Incident Command System 300. Both classes must be completed within two years of appointment as an acting duty chief.

Desirable Qualifications:

- AA, AS, BA, or BS in Fire Science, Business Administration, Public Administration, or other pertinent majors.
- California State Fire Marshal Chief Officer certification.