



City of Casa Grande

invites applications for the position of:

Assistant Fire Chief

SALARY:

\$41.89 - \$57.89 Hourly

\$3,351.15 - \$4,631.38 Biweekly

\$7,260.83 - \$10,034.67 Monthly

\$87,129.95 - \$120,415.98 Annually

OPENING DATE:01/04/21

CLOSING DATE: 02/05/21 05:00 PM

DESCRIPTION:

GENERAL PURPOSE: Under limited direction performs a variety of complex administrative duties involving the planning, coordination and directs the emergency service operations of a full service fire/EMS/rescue emergency response agency. Provides administrative leadership in budgeting, code enforcement, emergency services, personnel and training. Serves as Fire Chief in his/her absence and represents the City in emergency service matters at the regional, state, and national levels.

Recruitment closes at 5:00 p.m. on February 5, 2021. Review of applications will start the week of February 8th.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.

- Provides direct supervision to the suppression supervisory staff.
- Reviews the operations of the fire suppression shifts to assure the accomplishment of primary goals and objectives.
- Assumes command at the scene of major fires and emergencies.
- Confers with the Fire Chief to develop, implements and revises policies and departmental procedures.
- Ensures conformance to policies, regulations and procedures.
- Provides information to officials of appropriate organizations and citizen groups regarding department operations, policies and procedures.

- Develops and implements major programs and projects.
- Administers personnel programs, including performance management processes and employee development programs.
- Assists in the development and administration of the department budget.
- Undertakes special projects, reports and studies.
- Represents the department on State, Federal, county, citywide and inter-agency committees and other cooperative programs.
- Maintains close liaison with fire, law enforcement and other officials of neighboring public jurisdictions and with officials of State and Federal agencies.
- Oversees Special Operation Teams.
- Coordinates facility management of stations.
- Responsible for daily payroll of personnel.
- Attends conferences, training sessions and meetings.
- Attends and presents technical information to the City Council as requested.
- Conducts internal fire department investigations as required.
- Administers all department operations and capably assumes full command in the absence of the Fire Chief.
- Perform other similar duties as assigned.

SUPERVISION EXERCISED: Battalion Chiefs and other personnel as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

A Bachelor's degree in Fire Science, Public Administration or related field. A Master's Degree and graduate of the Executive Fire Officer Program is desirable. Eight years of fire service experience, of which at least five years were in a supervisory position equivalent to a Battalion Chief or above in a fire agency.

- Necessary Knowledge and Skills:
- Knowledge of fire suppression principles, methods, techniques, and practices.
- Knowledge of principles, methods, techniques, and practices of hazardous material control/clean-up.
- Knowledge of first aid, CPR, and other basic emergency medical care techniques and methods.
- Knowledge of the streets, addresses, and locations throughout the City and local area and area geography and water systems and the location of hydrants or other water sources.
- Knowledge of the use and purpose of a variety of specialized equipment/tools/apparatus used in fire suppression, rescue, emergency medical assistance, hazardous materials, and tactical rescues.
- Knowledge of supervisory methods and techniques.
- Skill in motivating, communicating with, and instructing/training others, using both technical and non-technical language to explain complex subjects and processes.
- Skill in operating fire apparatus and pumps, and in fire suppression techniques.
- Skill in applying basic emergency medical assistance, including CPR and first aid.
- Skill in the safe and proper operation of equipment and tools.

- Skill in remaining calm under adverse conditions and making sound judgments concerning life and property under pressure.
- Skill in writing legal documentation of incidents and responding to questions before legal counsel.
- Skill in supervising, evaluating, training, and motivating employees.
- Skill in written communications for administrative and technical purposes.
- Skill in oral communication in one-on-one and group situations.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local fire and emergency management officials, elected officials, subordinate staff, and City residents.
- Skill in analyzing problems and make recommendations for resolution.
- Skill in learning, retaining and applying technical information, terminology, equipment and guidelines.

SUPPLEMENTAL INFORMATION:

Special Requirements:

Haz-Mat Operations.

Fire Officer I or equivalent.

Arizona Fire Fighter I & II Certified or equivalent.

Certified Arizona EMT or NREMT as minimum.

Valid Arizona Drivers License.

Physical, Mental and Environmental Demands: Standard office environment, emergency incident sites, and in fire station facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

The City does not hire at the top of the range. Candidate may start above the beginning of the range depending on qualifications.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.casagrandeaz.gov>

510 E. Florence Blvd.

Casa Grande, AZ 85122

520-421-8607

520-421-8600

ashley_dimuzio@casagrandeaz.gov