



SAN SIMON FIRE DISTRICT

PO Box 244 - 2249 W. Firehouse Lane
San Simon, AZ 85632
520-845-2439 sansimonfire.ssid@gmail.com

Dedicated to:
Calming Fears
Easing Minds
Saving Lives

**The San Simon Fire District has an opening for the position of Assistant Fire Chief.
This position is scheduled to begin July 1, 2024.**

Job Description – Assistant Fire Chief

Position Summary:

The Assistant Fire Chief is a full-time (40 hours/week) exempt Management position that reports directly to the Fire Chief. The role of the Assistant Fire Chief is to assist in planning, direction and reviewing the activities and operations of the Fire Department including the suppression, emergency medical services, training, fire prevention, life safety code compliance, public safety education and administrative support. The Assistant Fire Chief provides highly responsible and complex executive level support to the Fire Chief as a member of the Senior Leadership Team.

Essential Functions:

Under the general direction of the Fire Chief, the Assistant Fire Chief's duties may include, but ARE NOT limited to, the following:

- Respond to emergencies as necessary and assume an appropriate role within the Incident Command System, and fill in open shifts when necessary, acting as a Firefighter and/or EMT/Paramedic as appropriate.
- May function as Fire Chief in their absence, or when directed.
- Always represent the San Simon Fire District in a positive and professional manner.
- Direct, oversee and participate in the development of assigned functional service areas of the Department; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Participate in development and management of Department's Strategic Plan, Business Plan and Operating/Capital Budgets.
- Provide positive leadership and development to various department personnel to foster a professional and capable staff.
- Assist the Fire Chief in the development and administering of policies and procedures.
- Assist the Fire Chief in coordinating Department activities with those of other departments and outside agencies and organizations.
- Participate in recommending the appointment of personnel; conduct and continuously review employee performance; provide guidance and opportunities for career development of employees; coordinate with other team members to provide or coordinate staff training; work with employees to correct deficiencies; assist Fire Chief to implement discipline procedures; recommend employee terminations.
- Attend and participate in professional meetings, conferences, and workshops.

Knowledge, Skills, and Abilities:

- Proficient understanding of fire principal and practices of fire control, suppression, and hazardous materials abatement methods.

- Proficient understanding of the operations and maintenance of firefighting apparatus, equipment, and tools.
- Proficient understanding of all pertinent national, state, and local codes, statutes, ordinances, and laws, as they relate to fire prevention and fire suppression.
- Proficient knowledge of Fire District's policies, procedures, and guidelines.
- Knowledge of effective management and supervisory practices.
- Skilled communicator in a one-on-one basis or in a group setting for the purpose of obtaining or providing information.
- Skilled in supervising subordinate personnel.
- Experienced with public and media relations.
- Ability to produce documents/reports with clearly organized and concise thoughts.
- Ability to develop and maintain effective working relationships with District Board Members, coworkers, administrators, employees, media representatives, and the public.
- Ability to physically perform all duties which may be assigned during emergencies.
- Ability to be courageous and careful, and to use good judgement in normal situations as well as in crisis and life-threatening situations.
- Ability to exercise a high degree of self-discipline.

Minimum Education, Experience and Training:

- Fifteen (15) or more years of increasingly responsible command and supervisory experience in a Fire District or department.
- Must have supervised volunteers, paid reserves, or paid on call firefighters.
- Current Arizona and/or National Registry Paramedic certification.
- Arizona and IFSAC Firefighter I & II certifications.
- Must hold current BCLS, ACLS, PALS, or PEPP certifications.
- Must have current ISC, 100, 200, 700, &800.
- Must be Fire Instructor I.
- Must have Haz Mat Awareness & Operations.
- Candidate must be insurable with the San Simon Fire District's insurance carriers.

Special Requirements:

- Valid Arizona Driver's License
- Reside within the boundaries of the San Simon Fire District.
- Ability to take after hours and weekend shifts or command duty as assigned.
- Ability to pass a background check and drug test.

Duty Schedule:

- Monday – Friday 0800 to 1700 hours.
- Rotate Command duty every other Friday – Sunday with Fire Chief.

Salary:

- \$48,000 (This position does not include overtime pay or benefits.)

To Apply for Position Email Resume to Chief Novak at: ssfirechief@hotmail.com

Position closes February 29, 2024.