



## City of Lake Oswego, Oregon

### Job Description

#### ASSISTANT FIRE CHIEF

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 660**

**Job Code: 3089**

#### Summary

Under general direction, plans, directs and participates in the activities of fire suppression including supervision of shift leaders and management of department facilities. Researches and approves purchases of suppression budget expenditures and represents the City at county and regional planning and association meetings.

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervises fire suppression staff including exercising independent judgment to perform the following duties: prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, making pay rate change recommendations, issuing disciplinary action and recommending disciplinary action, including the imposition of economic sanctions as deemed necessary to maintain department standards of performance and conduct and providing training and development for staff.
2. Addresses grievances and pre-grievances of union members.
3. Troubleshoots computer and electronic problems including determining problems with hardware, software and electronic equipment.
4. Researches, approves and tracks expenditures including writing requests for proposals, approving purchase orders and maintaining business relations with vendors.
5. Represents the department at staff meetings, county and regional planning and association meetings and at trade conferences. Remains current on suppression and emergency medical care issues.
6. Oversees maintenance for departmental facilities including contacting vendors and contractors for bids on major repairs, upgrading lighting and HVAC systems and designing building improvements.
7. Assists the City Management Team in making policies regarding the Clackamas Ambulance Public Private Partnership and makes recommendations.
8. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Budgeting theories and principles.
- Organizational structures, e.g., fire department, local government and state government.
- Fire suppression techniques and Emergency Medical Service delivery.
- Building codes and structures.
- Fire behavior and hazardous materials.
- Personal computers and related software applications.
- Emergency service equipment, e.g., communications equipment, safety vehicles and protective clothing and equipment.
- National Incident Management System.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply management theories and practices.
- Write technical reports.
- Make presentations.
- Apply fire suppression techniques and Emergency Medical Service delivery.
- Resolve problems in stressful situations.
- Handle high levels of stress in emergency situations.
- Use emergency service equipment, e.g., communications equipment, safety vehicles and protective clothing and equipment.
- Represent the department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony.
- Advance and protect the interests of the City and its citizens in all matters.
- Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
- Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor's degree in Public Administration or related degree, and five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Must be certified by the State of Oregon as an Emergency Medical Technician Basic or higher.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*