Town of Bristol Fire Department Policy Manual		
SECTION **1-19**	**1st ASSISTANT FIRE CHIEF (C-2)**	ADOPTED **11-30-2015**

Purpose: The 1st Assistant Fire Chief is responsible for assisting with the administration and coordination of all fire service activities under the direction of the Fire Chief in order to ensure that loss of life, property, environment or injury, as a result of fire, natural disaster, or motor vehicle crash, is prevented and/or minimized.

Scope: The 1st Assistant Fire Chief reports directly to the Fire Chief. He/she is responsible for assisting with general operations of the Fire Department, under the direction and supervision of the Fire Chief.

Responsibilities:

- In the absence of the Fire Chief, assume the role of incident command at all department emergency incidents and delegate authority to other officers as needed.
- Advise in the development of the standard operating guidelines, procedures and policies that will govern firefighting and rescue operations of the Department as well as advice in establishing clear goals and expectations for the Department and for individual personnel.
- Advise in planning, formulating and developing minimum standards of training and technical competence for officers, firefighters and apparatus driver/operators.
- Provide oral and written public communications when needed/requested.
- Possesses the knowledge, skills and abilities to demonstrate proper methods of performing the various techniques of modern fire suppression.
- Maintain membership in professional organizations to stay current with "best practices" in the provision of emergency services to the community
- Maintain professional and technical competencies related to fire and rescue administration, prevention, suppression and public fire/safety education
- Operate within the National Incident Management System (NIMS) Incident Command System and ensure compliance with the State of Vermont Division of Emergency Management and Homeland Security's Implementation Plan.
- Provide routine training to fire department personnel.
- Respond to all emergency incidents when available.
- Assist Fire Chief in ensuring all fire department resources, including the fire station, communications equipment, personal protective equipment, apparatus, etc. are maintained and in safe working condition at all times.
- Assist Fire Chief in ensuring compliance with safety rules and procedures as established for work areas and at responses to any emergency.
- Other duties and responsibilities as assigned.

Education, Training and Experience:

- ✓ Associates degree with 2 year demonstrated managerial experience, or higher or high school diploma, GED or equivalent with 3 years demonstrated managerial experience.
- ✓ Firefighter-I (required) and Firefighter II (preferred) certification compliant with NFPA 1001: Standard for Professional Firefighter Qualifications.
- ✓ Basic Pump Operations
- ✓ Hazardous Materials Operations Level certification
- ✓ Vehicle Extrication Technician certification
- ✓ Fire Instructor-I (successful completion within 2 years of hire)
- ✓ First Aid and CPR
- ✓ ICS Levels 100, 200, 300, and NIMS 700.
- ✓ A minimum of 8 years of previous firefighting experience, including supervisory experience equivalent to Lieutenant or higher in a community fire/rescue department.
- ✓ Must be certified to use a self-contained breathing apparatus and perform duties associated with the use of SCBA.

Knowledge, Skills and Abilities: The incumbent must have proficient KSAs in the following areas that include but are not limited to:

- ✓ Knowledge of current firefighting techniques and methods
- ✓ Knowledge of command and control techniques (proficient in ICS)
- ✓ Knowledge of emergency response techniques
- ✓ Leadership skills including the ability to take command at an emergency incident
- ✓ Decision making skills
- ✓ Effective verbal and written communication skills, including public speaking.
- ✓ Ability to deal effectively with people in difficult situations
- ✓ Ability to manage with a high degree of consensus building and to ensure successful team decision making via strong, motivating leadership and interpersonal skills.
- ✓ Demonstrated ability to be organized, detail oriented, accurate and able to handle competing priorities.
- ✓ Demonstrated possession of the highest degree of integrity and honesty must be self-disciplined and able to make sound decisions based on good judgment and common sense.

Special Requirements:

- ✓ Possession of valid Vermont Motor Vehicle Operator license.
- ✓ The successful candidate, after an offer of employment is made, must comply with the Town of Bristol Fire Department Respiratory Protection Program.
- ✓ Submit to criminal background check.

Typical Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.
- Requires eye/hand coordination and manual dexterity.
- Requires lifting up to 50 pounds.
- Frequent bending, stooping and walking.
- Ability to perform strenuous duty for prolonged periods in extreme weather and emergency situations.
- Physical strength, endurance and agility to handle the extreme stress of the position; to rescue persons from burning structures; and to risk life in the pursuit of life saving efforts.
- Must possess sufficient strength and stamina to control pressurized hoses, extend ladders, operate hydraulic tools and perform other rescue operations utilizing the appropriate personal protective equipment that weighs upwards of 50 lbs.