**POSITION DESCRIPTION – BOROUGH ASSISTANT FIRE CHIEF**

**PROPOSED JEFFERSON HILLS BOROUGH**

**VOLUNTEER FIRE DEPARTMENT CONSOLIDATION**

**Minimum Requirements**: Must be a current resident of Jefferson Hills Borough and an existing member of a Jefferson Hills Volunteer Fire Department. Five (5) years of leadership experience as a Fire Department Officer, preferably as a Chief or Assistant Chief. Applicant is required to have National Certification (ProBoard / IFSAC) as Fire Fighter I. Candidate must be certified as a Vehicle Rescue Technician, as well as possess Hazardous Materials training.

Candidate must be able to wear appropriate personal protective equipment (PPE), including respiratory protection to perform duties in hostile environmental conditions at the scene of a hazardous environment.

**Preferred Qualifications:**

An Associates Degree, preferably in Public Safety, Public Administration, Emergency Management, Criminal Justice or a related degree.

National Certifications (ProBoard / IFSAC) Fire Fighter II, Fire Instructor I, Fire Officer I)

Industrial Fire Fighting Training

Leadership Training

Management Skills

Program Management Experience

Applicants who meet the above requirements and who have demonstrated program management experience in the areas of environmental, health, safety, security and emergency response are preferred.

**Position Summary:**

 The Borough Assistant Fire Chief (Assistant Chief) will administer, plan, direct, and control all operational aspects of the fire department throughout the entire Borough of Jefferson Hills, in support of the Borough Fire Chief. The Assistant Chief is the primary fire and rescue command officer during all public safety incidents, in the absence of the Borough Fire Chief, and is second-in-command in the presence of the Fire Chief. The Assistant Chief is appointed by Borough Council. The Assistant Chief also performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing fire prevention, fire suppression, personnel training, rescue, and life safety initiatives to minimize the loss of life and property by fire and other emergencies. The Assistant Chief also works in conjunction with the administrative officers of the volunteer fire company, for funding and equipment requests, building issues, and other related administrative support necessary for volunteer fire department operations.

**Duties**:

* Plans, coordinates, supervises, and evaluates fire department operations
* Establishes policies, procedures and guidelines based on best practices, as well as implement directives from Borough Council
* Assists with preparation, presentation, and implementation of an annual budget
* Develop and implement training programs to improve the understanding and skill of all personnel involved in fire and rescue
* Institute minimum training standards for the department
* Maintain an effective working relationship with all local government departments
* Liaise with representatives of neighboring fire departments to ensure adequate mutual aid agreements are maintained for mitigation of emergency incidents
* Effectively communicates and provides training to Public Safety and Emergency Response personnel.
* Maximizes the use of technology in all day to day work and emergency operations; leads Department’s efforts in compiling and analyzing relevant data to improve operational efficiency and effectiveness.
* Responds to emergencies and takes charge of critical, potentially life-threatening situations in the best interest of the public as necessary; provides supports to others with similar responsibilities as appropriate.
* Maintains thorough knowledge of relevant local, state, and federal laws and regulations as they may apply to the workings of the Department; ensures compliance with such laws and regulations.
* Recommends and approves disciplinary action and corrective measures for staff/volunteers as necessary.
* Establishes effective working relationships with superiors, subordinates, coworkers, external stakeholders and the public in the performance of duties.
* Manages cost centers related to responsibilities and remains fiscally responsible in the delivery of services; works with Federal, State, and County personnel in the administration and management of grant funds.
* Represents the Department in meetings, training sessions, and other related functions and assignments
* Performs other related duties as required or requested.

**Knowledges, Skills and Abilities:**

Knowledge of:

* Advanced principles, practices, tools and techniques of hazardous materials/waste management and program planning (i.e., industrial safety practices, environmental analysis and control as related to hazardous materials operations and activities, etc.)
* Firefighting operations and activities (i.e., principles of fire protection and fire science technology, mitigation at a hazardous materials incident, incident command emergency management, etc.)
* Relevant state laws and regulations (i.e., PA Act 165 (Hazardous Materials), PA Act 147 (Radiological Protection), P.A.C.S. Title 35 (Emergency Management), P.A.C.S. Title 37 (Flammable and Combustible Liquids))

Ability to:

* Plan, organize, coordinate, manage and direct a variety of complex department functions and activities to accomplish program goals, objectives, timelines and deliverables.
* Analyze difficult and complex program, administrative, operational and organizational objectives and issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
* Coordinate program activities with multiple stakeholders and facilitate development of consensus among diverse groups and individuals.
* Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
* Construct training programs to be implemented specifically for handling hazardous materials or responding to a hazardous materials incidents and conduct training presentations.
* Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to program responsibilities.
* Function effectively and exercise sound judgment in handling time-sensitive deadlines and/or life-threatening crisis situations.
* Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience as required.
* Present conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders.
* Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within established policy guidelines.
* Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations
* Establish and maintain effective working relationships with department management and staff, other Borough employees, representatives of other agencies, contractor representatives, the public and others encountered in the course of work.
* Communicate effectively with others, both orally and in writing, using both technical and nontechnical language.
* Understand and follow oral and/or written policies, procedures, and instructions

**Residency**: Must maintain residency in Jefferson Hills Borough.