

**Denver Fire Department  
Assistant Chief  
Job Description, June, 1996  
Revised January 14, 1998  
Revised June, 2000  
Revised July, 2002  
Revised July, 2004  
Revised July, 2006  
Revised July, 2010**

General Statement of Duties

District Chief position. An Assistant Chief assigned as a District Chief manages the day-to-day operation of a number of assigned fire stations within a geographic area of the City, on a specific shift (i.e., A, B and C shifts). Within this capacity, each of the company officers in these stations will report directly to the Assistant Chief, including Lieutenants and Captains in their respective station/company assignments. The District Chief will coordinate the daily routine activities across stations, respond to life threatening emergencies such as structure fires and assume command of the incident and all responding companies, and will facilitate achievement of Department goals by individual companies.

Administrative Assistant Chief position. An Assistant Chief assigned to an administrative position will be responsible for coordination of a major Department program area, such as human resources or fire prevention, and will often take charge of a Division, or will report to and assist a Division Chief.

Supervision

Assistant Chiefs are responsible to a Division Chief or the Fire Chief of the Fire Department, and receive only broad direction. Assistant Chiefs must be able to function independently with little or no supervision. They will advise and consult with their superiors regarding achievement of Department goals, long-term projects, and unusual events regarding stations, personnel, apparatus, equipment, etc.

District Chiefs directly supervise Fire Captains and Fire Lieutenants assigned to a specific fire station. Administrative Assistant Chiefs may have any number and classification of personnel reporting to them.

## Interpersonal Relationships

Assistant Chiefs meet with fire department staff (subordinates, colleagues, supervisors, etc.) and representatives of other agencies (executive staff and members of other fire departments, airport officials, police, etc.). Assistant Chiefs also interact with citizens and the general public (community representatives, political leaders, business owners, etc.) on a regular basis, and conduct collateral activities in their respective areas. These interactions occur during routine day-to-day operations, emergency operations, training classes and exercises, inspections, meetings, and educational or informational presentations.

## Complexity

An Assistant Chief's job involves very complex emergency scene tasks and social interactions, which must be conducted correctly without taking the time to reference procedures and policies, or to repeat tasks once they have been accomplished. An Assistant Chief's job also involves carrying out broad Departmental goals through strategic planning and coordination of task-level actions of subordinates. Errors could lead to life safety hazards, property loss, customer complaints, or embarrassment to the Department.

## Typical Working Conditions

District Chiefs live and work in a fire station in 24-hour shifts. This work environment includes many of the same amenities of a home, including kitchens, showers, beds, etc. Outside of the fire station, Assistant Chiefs work in all weather, under extreme emergency conditions (fires, hazardous materials, auto accidents, etc.).

Administrative Assistant Chiefs typically work a regular day shift (from 8 to 12 hours per day, 4 to 5 days per week) in an office setting.

Regardless of assignment, all Assistant Chiefs perform routine day-to-day activities, such as training of subordinates, meeting with supervisors, planning and scheduling work. In addition, they spend considerable time in strategic planning in order to carry out broad Departmental goals. They may also find themselves addressing the City Council or a community group representing the Fire Department.

## Primary Duties and Essential Functions

**(The following essential function statements are not listed in order of importance.)**

**Regardless of assignment, all Assistant Chiefs must be able to:**

## Essential Functions, continued

Respond to and take command of multi-company incidents, including structure fires, major emergency medical incidents, hazardous materials spills, and other significant emergency incident calls.

Implement and develop an overall strategy using the National Incident Management System at emergency incidents, directing all assigned or reporting personnel and resources (i.e., function as the Incident Commander).

Request and coordinate additional personnel and equipment necessary to control emergencies and to provide relief for crews on the scene.

Direct personnel and equipment at the scene of a working fire, rescue operation, or other emergency incident.

Communicate with property owners, contractors, the media, allied agencies and personnel, and the general public during incident management.

Manage the fire prevention activities within a District, including education, inspection and enforcement work.

Review pre-fire plans with assigned companies for special target hazards.

Develop strategies and tactics for emergency incidents.

Review fire prevention work performed by companies.

Conduct critiques of incidents in order to learn from mistakes and successes, and make recommendations for development of new protocols or modification of current protocols.

Ensure that the need for critical incident stress debriefing of companies/officers following stressful and traumatic situations which affect the staff is addressed.

Serve in various capacities within the National Incident Management System.

Ensure proper communications with Communication Center.

Make rounds within the District to meet with Company Officers at stations to exchange information, discuss planned work activities, and brief subordinate personnel on Departmental issues (e.g., new policies).

## Essential Functions, continued

Review and evaluate incoming documents, reports, electronic communications, mail, and other paperwork to determine what actions must be taken and to determine priorities.

Develop, coordinate and/or approve work schedules, leave requests, requests for special assignments, adjustments to training schedules, ensure balanced staffing, etc.

Ensure that assigned personnel and stations have the resources needed to complete their jobs.

Monitor the overall work performance and work quality of assigned personnel for efficiency, effectiveness and safety.

Evaluate performance of subordinates.

Conduct formal and informal developmental sessions with subordinates in order to enhance work performance.

Document formal and informal developmental sessions with subordinates.

Recognize job performance problems in subordinates. Recommend referrals for assistance, if necessary (e.g., employee assistance program, additional training).

Document, submit and file action taken to correct job performance problems in subordinates.

Conduct inspections of assigned personnel, equipment and facilities.

Investigate allegations of personnel misconduct, public complaints, internal complaints, and morale problems within the District or Division, when appropriate.

Develop goals, performance objectives and completion timetables for accomplishment of work for respective area, conduct follow-up.

Delegate work functions and specific goals to subordinate Officers, providing specific instructions as needed, conduct follow-up.

Manage the training function within a District or respective area to include evaluation of training needs; plan, coordinate, conduct, observe, and evaluate drills and special training programs; ensure safety during training activities; maintain training records; and schedule members for training.

## Essential Functions, continued

Coordinate District or Division training with the Training Division, other sub-divisions, or other agencies.

Develop training materials or curriculum for District and/or Division training.

Ensure that all assigned personnel are familiar with the policies of the department.

Research and investigate issues for special assignments.

Provide input for budgets for assigned projects and programs.

Monitor expenditures for assigned budget.

Write special reports as part of assignments and projects.

Make formal presentations within the Department to management or line personnel, and to the public or officials of other agencies.

Discuss problems with individuals and facilitate solutions within Department policies and procedures.

Coordinate problem resolution and negotiate appropriate solutions with other agencies, vendors and the public.

Follow-up with others to ensure that change has occurred as planned.

Write memos, letters, and e-mails to individuals inside and outside of the Fire Department.

Orally communicate with others within the department and to the public or officials of other agencies.

Serve on and/or chair committees (e.g., ad-hoc committees, stand alone committees).

Maintain and encourage open lines of communication (e.g., peers, subordinates, across shifts, supervisors).

## Essential Functions, continued

Encourage community outreach and customer service beyond emergency services to include identifying community needs, resources, and providing assistance in resolving problems.

Act and encourage others to act as positive role models and good neighbors.

Understand, articulate, and promote the mission, values and goals of the organization.

Provide special services to the community as time and resources allow.

### Complete Incident Reports

Participate and/or implement the strategic planning process to further the mission, direction and goals of the District, Division and organization.

## Secondary Duties Performed

Assistant Chiefs may be called upon in emergency situations to perform the duties of any position at the emergency scene.

## Minimum Qualifications

**(The following KSA statements are not listed in order of importance.) Assistant Chiefs need the following knowledge, skills and abilities in order to perform the essential job functions:**

Knowledge of, and ability to effectively implement the National Incident Management System (NIMS).

Ability to implement, evaluate, and modify strategic/tactical plans during an emergency incident.

Ability to communicate appropriate fire-ground and emergency scene commands.

Knowledge of emergency scene safety considerations, life safety, and general safety, including safety with apparatus, tools and equipment.

Knowledge of emergency scene strategies and tactics.

## Minimum Qualifications – continued

Knowledge of building plans, building systems and building engineering principles as needed for fire prevention, pre-planning, strategic and tactical responses.

Knowledge of fire suppression and emergency medical tools and equipment (e.g., hoses, ladders, apparatus, etc.).

Knowledge of emergency care practices and procedures, including EMS incident management practices.

Knowledge of the City emergency management plan.

Ability to effectively assign or delegate work to subordinate Officers, including assignments during emergency incidents, long-term projects, and routine activities.

Ability to evaluate the results of assigned work and responsibilities.

Ability to provide constructive feedback to subordinates.

Ability to recognize performance problems in subordinate personnel, and determine effective corrective training, developmental or disciplinary measures.

Knowledge of applicable City and Departmental policies and procedures.

Knowledge of current labor contract.

Ability to properly interpret Department policies and procedures.

Knowledge of accepted personnel management and supervisory principles and practices and related Departmental policies and procedures (e.g., employee conduct, complaints, assignments, performance, training, scheduling, etc.).

Ability to function as a positive role model for subordinate personnel, including leading by example, maintaining open lines of communication, and providing a work environment which builds upon the individual differences in personnel while focusing on team building.

Ability to function as a member of the management team, supporting management decisions and functioning as the liaison between subordinates and management personnel.

## Minimum Qualifications - continued

Ability to coach and influence individuals and teams, to accomplish goals or to arrive at solutions to problems.

Knowledge of accepted principles of fire department administration, including budgeting, training and personnel staffing.

Ability to set priorities, coordinate or schedule tasks or events in a logical manner so as to maximize staff and material resources, and meet goals and timelines.

Ability to establish procedures to monitor or regulate processes, tasks, or activities of subordinates.

Ability to clearly communicate in writing, with proper grammar, spelling, punctuation, format, etc. This includes all routine written work for the job, such as internal correspondence, subordinate evaluations, routine documentation and special reports.

Ability to verbally communicate with subordinates, peers, management, allied agencies, and the public in all routine aspects of the job.

Ability to listen to others attentively and with comprehension.

Ability to maintain accurate electronic and written records and schedules of personnel, resources and assignments.

Ability to exercise appropriate judgment in supervisory situations and emergency incidents.

Ability to use common sense and reach logical decisions, including the ability to foresee the consequences of various alternatives.

Ability to develop effective solutions and propose appropriate recommendations.

Ability to realize when a decision must be made, and the willingness to take action or commit oneself.

Ability to make proper assignments of personnel and appropriate use of resources.

Ability to maintain effective cross-shift communication with other District Chiefs, Roving Assistant Chiefs and Acting Assistant Chiefs.

## Minimum Qualifications - continued

Ability to think globally and strategically; with an understanding of the impact of decisions, and an understanding and appreciation for work/contributions provided by other personnel in the Department.

Ability to think clearly and remain in self-control and command during stressful circumstances.

Ability to self-start, go beyond what is expected and originate action rather than just responding to events.

Ability to remain open to new ideas, approaches or techniques.

Ability to understand and work within the mission statement of the Department when resolving problems.

Knowledge of fundamental software applications (e.g., word processing, spreadsheets, electronic communication, etc.).

Knowledge of operational use of the Department's computer software programs.

Skill in the use of computers for data entry and retrieval.

Knowledge of the functions of support services and of other city agencies.

Knowledge of safe working conditions.

Ability to innovate, see things from a new perspective, and seek and evaluate unique and workable solutions.

Knowledge of citizen/community issues and concerns.

Ability to work with and understand the values of others, both within and outside the department.

Ability to demonstrate compassion, empathy, and understanding for others.

Ability to follow-up on delegated or assigned tasks.

Ability to attend to details.

Physical Requirements: An Assistant Chief must be able to perform the essential physical functions of an entry-level firefighter as determined by Stanard & Associates, Inc. These requirements went into effect in May of 2001. (See attached).

**Experience/Education Requirements**

Minimum Education Requirement: Graduation from high school or possession of a GED certificate as required by Civil Service Rules and Regulations.

Minimum Experience Requirement: As required by Civil Service Rules and Regulations.

Necessary Special Requirement: As required by Civil Service Rules and Regulations.

**Typical Career Path for Assistant Chief**

FIREFIGHTER  
LIEUTENANT  
CAPTAIN  
ASSISTANT CHIEF

**Essential Physical and Mechanical Functions**  
**Denver Fire Department**  
**(By Stanard & Associates, Inc. – May, 2001)**

**Physical Functions**

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use 1-3/4 inch hose as an attack line
- Use equipment (e.g., ax, sledge hammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another firefighter
- Screw the hose connection to the hydrant
- Drag charged 1-3/4 inch hose up stairs and around furniture when fighting a fire
- Carry victims with the help of another firefighter
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) up stairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4 inch hose unassisted and open the nozzle
- Drag a victim out of a building unassisted while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 2 1/2 or 3 inch hose until it is fully extended
- Drag charged 1-3/4 inch hose unassisted
- Reload hose and put it back onto the engine/quint
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation unassisted
- Use a pike pole to pull down a ceiling
- Carry a victim out of a building unassisted while wearing full turnout gear
- Carry people unassisted down ladders wearing full turnout gear
- Carry people unassisted via stairs wearing full turnout gear
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove an extension ladder from the apparatus unassisted and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment

- Operate a line from heights (e.g. rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend the booster line to a fire
- Hoist equipment to upper levels by a rope

### **Mechanical Functions**

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder
- Make openings for ventilation using equipment (e.g., saws, axes, etc.)
- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges