

**FIRE ASSISTANT CHIEF (2166)  
TASK LIST**

**I. MANAGES EMERGENCY SERVICES AND TECHNICALLY RELATED ACTIVITIES**

1. Acts as Incident Commander, Operations Section Chief, or Branch Director, to evaluate and respond to large and escalating incidents and emergencies (e.g., major structure fires, hazardous materials incidents, brush fires, emergency medical incidents, earthquakes) or planned City events (e.g., marathons, Academy Awards, football games at Coliseum,) by performing emergency operations such as gaining situational awareness, establishing command, implementing an appropriate organizational structure, developing a communication plan, deploying, directing, observing and evaluating the performance of all incident personnel (e.g., Battalion Chiefs, direct subordinates), determining the appropriate objectives, tactics, and strategies.
2. Completes or supervises the completion of reports, studies, and projects for the Bureau or Department, by assigning the work to appropriate staff, setting the parameters (e.g., deadlines, issues, methods) of the assignment, monitoring the progress of the assignment, discussing the status of the assignment with necessary personnel, reviewing and evaluating the work that is produced, and making necessary adjustments or corrections to ensure that all assignments are completed in accordance with the directions.
3. Evaluates weather, and threat related information from various sources (e.g., forecast, Homeland Security Intelligence) and considers financial impact when recommending deployment of department resources accordingly.
4. Provides guidance, direction, technical expertise, and assistance to outside consultants involving Department programs (e.g., recruitment, deployment) in order to ensure compliance with the Department's goals, policies, procedures, objectives, and mission.
5. Reviews incident information reports from computer aided dispatch (CAD) data, fire reports, and incident audio files in order to evaluate the quality of the response, and to counsel or train others.
6. Manages and coordinates the pre-incident planning of major target hazards (e.g., airport, harbor) within the City in order to develop effective strategies and tactics.
7. Reviews traffic accident reports and conducts hearings for accidents involving City apparatus or equipment operated by Department personnel, if necessary.

## **II. ADMINISTRATIVE, SUPERVISORY AND MANAGEMENT ACTIVITIES**

8. Assesses training needs of recruits, other members, company and multi-company operations by using technical knowledge and field experience through visual observation and radio monitoring, reviews administrative reports containing narrative information, and analyzes statistical data of individual and company performance in order to plan, develop, and implement training activities as appropriate.
9. Evaluates the battalion and company efficiency and effectiveness by observing emergency operations, training activities, and administrative functions, ensuring enforcement of department policies and uniform standards, reviewing safety records, and procedures in order to ensure that department's standards are met and maintained.
10. Evaluates first alarm assignments by analyzing criteria such as the square footage of buildings, density, access, and usage, to determine the appropriate initial resources (e.g. engines, trucks, ambulances) to be dispatched.
11. Performs inspections and reviews reports of inspections made by Battalion Chiefs to identify potential problems related to personnel, facilities, records, equipment, and apparatus in order to ensure the Department's standards are maintained.
12. Recommends assignments, placements, details, and schedules for sworn and civilian personnel to the Bureau Commanders in order to provide for effective operations, career development, and/or Equal Employment Opportunity requirements.
13. Analyzes FireStat data, such as emergency responses, deployment, response time, fire prevention activity (e.g., inspections completed, violations, re-inspections, Cleared by Owner [CBO's], and other non-emergency activities, (e.g., maintenance, training, community relations) in order to ensure organizational and operational efficiency.
14. Follows grievance procedures by reviewing grievances filed by subordinate personnel in their chain of command, meeting with grievant and his/her representative, reviewing and conducting additional investigations, ensuring that time limits are adhered to, responding in writing to the grievant of findings, and resolving grievances to ensure consistent application of the applicable Memorandum of Understanding.

15. Directs and/or conducts investigations involving direct subordinate's conduct/actions by interviewing all involved personnel and/or citizens, reviewing records, reports, and any other evidence, and submitting reports containing recommendations for appropriate action through the Complaint Tracking System (CTS) to the Professional Standards Division to ensure consistent application of discipline within the Department.
16. Conducts research by collecting data from reports, manuals, and observations, by interviewing and/or discussing with concerned personnel, and analyzing data on diversified subjects, such as personnel and disciplinary matters, emergency medical services, legislative matters, new technology, equipment, and resource deployment for the purpose of recommending and implementing policies and procedures to assist in planning and achieving Department goals.
17. Conducts investigations of death or serious injury of Fire Department personnel, local, national, and international disasters by visiting site or location, interviewing involved parties including emergency personnel, coroner's office, victims, vendors, and other witnesses, concluding cause of death or cause of incident, evaluating effectiveness of action taken and/or policies and procedures during an emergency, making recommendations on improved procedures and policies, and writing a historical account of the incident in order to improve preparedness for future events and to prevent re-occurrence.
18. Coordinates daily operations with the other Assistant Bureau Commanders and their staff by conversing in-person and telephonically, attending meetings, and writing and reading memos to ensure continuity of operations and effective communications among platoons and bureaus during the change of command from one shift to the next.
19. Fulfills Equal Employment Opportunity responsibilities by conveying City's Equal Employment Opportunity policy, procedures, and programs to subordinate supervisors, and ensures that subordinate supervisors understand their responsibilities by evaluating their performance through the executive appraisal process and encouraging their professional development.
20. Meets with subordinate supervisors regularly to discuss the progress on goals and objectives as outlined in the Department's strategic plan.

21. Supervises the hiring of sworn personnel through the Department's Network Staffing System to ensure consistent application of Department policies and procedures.

### **III. PROVIDES ADMINISTRATIVE SUPPORT TO FIRE CHIEF**

22. Reviews and recommends approval to the Fire Chief of all specifications for all materials and equipment purchased by the Department by initiating requests for bids, evaluating the bids for compliance with the specifications, recommending the approval or rejection of the bids based on the evaluation, accepting or rejecting receipt of the materials purchased, personally inspecting the material visually, monitoring the renewal of purchasing contracts, and authorizing the continuity of service and supplies for the Department to carry out its mission.
23. Reviews reports by reading reports forwarded through channels regarding such matters as investigations, disciplinary and personnel issues, legislative issues, fleet maintenance and supplies, and citizen complaints, evaluating them to determine if reports are complete, accurate, thorough, and responsive to the assignment, acting on the report as required, or forwarding the report through channels, if necessary.
24. Oversees budget development by providing guidance to staff in developing and justifying budget requests, providing input into priority budget items, monitoring the progress of the budget items until final Council approval, and ensuring proper allocation, procurement, and expenditures of approved budget funds in order to have the necessary resources to perform the Department's mission.

### **IV. COMMUNICATION**

25. Writes reports, studies, and speeches on topics such as employee relations issues, emergency operations, emergency medical services, community concerns, Department performance, Department response, and legislative matters to exchange information, clarify issues, make recommendations, or develop or revise Department policies, procedures and programs.

26. Writes letters, correspondence and memos of varying lengths to the Fire Chief, Administrative and Emergency Operations Commanders, Bureau Commanders, citizens, council members, and the Office of the City Administrative Officer (CAO) to inform others on matters such as daily operations, complaints, and community-relations issues.
27. Writes performance evaluations (e.g., executive performance appraisals for Battalion Chiefs, and regular performance evaluations for Fire Captains, personnel in other ranks, and civilians) based on observation and recording of performance of direct subordinates and discusses these evaluations with subordinates in order to provide feedback to subordinates on strengths and weaknesses, and to provide subordinates with information on areas where improvement is needed.
28. Develops oral presentations and answers questions on policies, procedures, programs and/or decisions to a variety of groups such as neighborhood councils, homeowners, City Council, Department staff, the Fire Commission, and other governmental agencies to provide information to concerned groups about the Department's policies, goals, and operations.
29. Develops and maintains working relationships with neighboring jurisdictions to coordinate emergency operational plans and training for the purpose of unified operations.

**V. REPRESENTS THE DEPARTMENT**

30. Serves on employment and promotional interview boards for the City and other governmental agencies, which involves interviewing candidates, asking job related questions, evaluating answers, and discussing qualifications with other raters.
31. Attends command seminars and workshops sponsored by the Department to exchange information on actions, issues, and activities, identify and solve problems, and make recommendations for the purpose of improving operations and building closer working relationships among the management team.
32. Serves as a Chairperson or member of various Departmental committees, (e.g., the Hazardous Materials Committee, Harbor Committee, Airport Committee, Public Transportation Committee, High-rise Committee), by controlling the expenditure of funds to cover the activities of the committee, assigning and delegating responsibility to other committee members or to subordinates, setting goals for the committee, identifying issues to be dealt with, writes or supervises the preparation of reports, researching and analyzing information, making decisions and recommendations, discussing issues, and making presentations to ensure that the goals and objectives of the Department are carried out.

33. Serves as a member or chairperson of a Board of Rights, by administering oaths, hearing sworn testimony, evaluating the appropriateness of evidence, rejecting or receiving and reviewing evidence, asking questions, managing the proceedings, instructing, assigning or directing additional investigation, conferring with the City Attorney, making a finding of guilt or innocence on each charge, making recommendations to the Fire Chief for penalties if appropriate, and writing reports which contain the findings and recommendations in order to ensure that the rights of personnel are protected and to ensure the proper administration of discipline.
34. Networks with other Fire Assistant Chiefs, subordinates, superior officers, and representatives from other agencies such as the City Attorney's Office, the City Administrative Officer (CAO), Police Department, and other outside agencies by personal, written, and telephonic contact to develop resources to assist in solving problems and issues as they arise in meeting the mission of the Department.
35. Represents the Department at meetings regarding the Department's policies, procedures, budget, and other Department related issues, such as emergency medical services and hazardous materials, before the City Administrative Officer (CAO), City Council and its committees, and other City officials.
36. Attends meetings of various governmental agencies, and business, professional, and community groups as a representative of the Department or the City in order to exchange information and/or foster support for the Fire Department's activities and programs.
37. Represents the Department or the City at local, state, and national meetings of organizations such as National Fire Protection Agency (NFPA), FIRESCOPE, and State legislative committees or groups on issues that could impact City or Department operations in order to exchange information and develop codes and standards.
38. Ensures effective community and public relations activities within the four geographic bureaus and/or the Department by developing contacts and relationships within the community, participating in community activities such as community meetings, special events, parades, and job fairs, developing public education programs, and requiring subordinate Battalion Chiefs to develop contacts in the community.
39. Instructs Department personnel, civilians, and outside agency personnel by researching, developing, and presenting the content at Department seminars, workshops, and classroom settings on a variety of subjects.