

**DEPARMENT:** NORTH TONAWANDA FIRE DEPT.  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** SEPTEMBER 17, 2010

**ASSISTANT FIRE CHIEF**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves directing the activities of career and volunteer Fire Fighters in the fire stations and at the scenes of fires or other emergencies. Duties are performed under the general supervision of the Fire Chief with latitude given for the exercise of independent judgment in determining how best to protect lives and property. Direct supervision is exercised over the work of subordinate Fire Fighting personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Directs other work of Fire Fighter/Fire Drivers and Volunteer Firemen at fires and other emergencies;
2. Directs salvage operations during and immediately following a fire;
3. Supervises the cleaning, maintenance and replacement of tools and equipment;
4. Inspects property at the scene of fire to prevent re-ignition and to determine the cause and extent of damage;
5. Inspects equipment, grounds and stations to insure proper condition and maintenance;
6. Maintains department discipline;
7. Supervises emergency medical services;
8. Makes daily report of department activities and condition of stations and grounds;
9. Inspects or directs the inspection of multiple dwelling, commercial buildings and places of assembly for fire hazards and Fire Prevention Code violations;
10. Supervises the instruction of members of the Fire Department in all phases of firefighting and emergency medical services.

**FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern fire fighting and prevention methods; thorough knowledge of the geography of North Tonawanda; thorough knowledge of the Building Codes, Fire Prevention Law and Ordinances of the City; good knowledge of emergency medical services; clerical ability; ability to plan and supervise the work of others; ability to maintain discipline; physical condition equal to the demands of the position.

**MINIMUM QUALIFICATIONS: (EITHER)**

- a. Seven (7) years experience as a Fire Fighter; or
- b. Three (3) years as a Fire Captain; or
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).