


Ozark Fire Protection District Personnel Policies and Regulations

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|---|-------------------------|--|---------------------------|-----------------|
|  | APPENDIX NUMBER: | VI | APPROVED BY BOARD: | July 21, 2020 |
| | CHAPTER TITLE: | Assistant Chief of Prevention: Job Description | | |
| | NUMBER OF PAGES: | 3 | AMMENDED: | August 16, 2022 |
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TITLE OF POSITION: Assistant Chief of Prevention


GENERAL PURPOSE: Performs and administers activities of fire prevention in the inspection of buildings/facilities and ensures compliance with fire and life safety codes and ordinances. Position coordinates and delivers public education programs. Position may conduct the investigation of fires and other community risk reduction activities. Position may require response to emergencies or other calls for service during or after normal business hours, weekends, or holidays. Additional duties as assigned.

ACCOUNTABLE TO: Fire Chief

ESSENTIAL DUTIES:

1. Leads and administers fire and life safety inspection activities to ensure compliance with applicable codes, ordinances, and regulations.
2. Interprets and enforces codes, laws, and ordinances related to implementation of an effective community fire prevention program; recommends revisions to local codes and ordinances based on changes in the Fire Code; meets with the public, contractors, and business owners on the interpretation and application of codes and prepares reports of violations and unsafe conditions.
3. Responds to complaints regarding fire code violations and fire hazards.
4. Conducts plan reviews for new construction or modifications to existing buildings and facilities, including occupancy load calculations to ensure compliance with applicable codes, ordinances, and regulations.
5. Manages the permitting of buildings for special hazards and events.
6. Documents, observes, and participates in the inspection of sprinkler systems, fire alarms, fire protection systems, and hazardous storage tanks.
7. Provides training to personnel in fire inspection techniques, fire prevention principles, public education practices, and other technically oriented fire suppression, fire safety, and records management subjects.
8. Manages Tier II reporting program in conjunction with federal, state, county, and local reporting requirements.
9. Develops goals and priorities and provides oversight to company-level inspection and pre-fire planning programs.
10. Interacts and engages with the community and stakeholders for fire, safety, and injury prevention programs and coordinates public education activities.
11. Represents the District to stakeholder groups and organizations, participates in community and professional forums; provides technical assistance as necessary; represents staff on a variety of boards, commissions, and committees; prepares and presents reports and other necessary correspondence as needed.
12. Manages the District's Records Management System (RMS).
13. Coordinates the National Fire Incident Reporting System (NFIRS).

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14. Maintains and reviews statistics and data to evaluate effectiveness, identify trends, and develop strategies for continuous improvement. Manages inspection records and maintains report of activities.
15. Supports and assists with emergency preparedness, response, mitigation, and recovery activities, including the activation of Emergency Operations Center (EOC).
16. Assists on emergency incidents in an operational capacity as needed.
17. Provides oversight and manages budget components related to fire prevention and community risk reduction.
18. Recommends and administers procedures and guidelines and leads the development and revision of fire, safety, and injury prevention programs.
19. Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports District policies and procedures.
20. Assists in other administrative activities as needed including the development and implementation of short and long-term strategic plans in support of District goals and objectives.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

The Assistant Chief leads, supervises, and manages personnel and coordinates with shift Captains assigned to fire prevention efforts.

EDUCATION, TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS:

Minimum requirements are as follows:

1. Associates Degree (or 60 hours of college credits)
2. Ten (10) years of fire service experience
3. Five (5) years of fire service supervisory experience
4. Advanced ICS (NIMS 300/400)
5. State of Missouri Emergency Medical Technician - Basic
6. Fire Officer II
7. Fire Service Instructor
8. Fire Inspector II
9. Fire Investigator
10. Successful Completion of a Fit-For-Duty Test


Note: If an applicant does not have one (1) of the aforementioned requirements, he/she must obtain that requirement within one (1) year of their hire date.

An applicant hired into the position of Assistant Chief must reside within the Ozark Fire Protection District or within five (5) air miles from any district boundary or must be willing to relocate at time of employment.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

1. Effectively and efficiently plans, directs, and supervises the activities of assigned responsibilities.

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2. Effectively and properly directs emergency operations as required; makes sound judgments under stressful conditions.
3. Effectively prepares and recommends policy, procedure, and proposals; prepares and maintains proper and accurate records and reports of activities.
4. Understands and directs resources and activities properly and effectively; performs proper and effective fire prevention inspections, fire investigations, and understands principles of emergency preparedness, fire suppression, and rescue activities.
5. Understands demonstrates knowledge of effective EMS protocols for a wide variety of medical situations.
6. Assists and trains new employees effectively and cooperatively; conducts and supervises training and/or drill sessions regularly and applies knowledge gained.
7. Demonstrates logic, memory, and reasoning skills by applying current knowledge of elementary physics, chemistry and mechanics to firefighting, hazardous materials, and other situations.
8. Establishes a working climate in which employees are encouraged to work to their fullest potential.
9. Ability to perform moderate and heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds; ability to move a person weighing over 200 pounds.
10. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements.
11. Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment and work effectively at emergency scenes.
12. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements.
13. Establishes and maintains effective working relationships with employees, superiors, and the public.

PERFORMANCE EVALUATION:

The Assistant Chief of Prevention will be evaluated annually based on the employee's anniversary date by the Fire Chief. The evaluation will be based on criteria established in the job description.