



City of Tempe

ASSISTANT FIRE CHIEF

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	030	<i>Department:</i>	Fire
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Assistant Fire Chief
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice**

REPORTING RELATIONSHIPS

Receives general direction from the Fire Chief.

Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Six (6) years of command and supervisory experience in an organized fire department, including three (3) years of administrative responsibility.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in fire science, public administration, or a directly related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of or required to obtain within one (1) year of appointment, Incident Command System (ICS) 100, 200, 300, 400, 700 and 800.
<i>Additional:</i>	<ul style="list-style-type: none"> • Must pass police background examination. • Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

Support and promote the mission and values of the City and the Department. Work involves administrative responsibilities supervising, managing, and leading the activities and personnel of the Fire Medical Rescue Department. Responsibilities include overseeing day to day operational functions of large divisions within the department and serving as part of the executive staff supporting the Fire Chief.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Direct, oversee and participate in the development of the assigned division; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Participate in development and management of the Department's Strategic Plan.
- Develop, plan, and implement quarterly goals and objectives.
- Recommend, develop, and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence; represent the Department and the City in a positive and professional manner.
- Participate in the development, administration, and management of the Department budget; participate in the forecast of funds needed for effective operation of the Department; monitor and approve expenditures; implement mid-year adjustments.
- Participate in recommending the appointment of personnel; conduct and review performance evaluations; provide guidance and opportunities for career development of employees; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Respond to major emergencies and assume an appropriate role within the Incident Command System.
- Participate in the research of alternative approaches to fire prevention, fire suppression, emergency medical, hazardous materials, fire and life safety code application, and other emergency programs.
- Prepare a variety of technical and departmental activity reports.
- Provide positive input with the goal of developing a Memorandum of Understanding and overall employee relations environment that benefits both the city and the Union.
- Respond in a timely and positive manner to complaints and requests for information.
- Represent the Fire Chief, the Department, and the city in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- When directed, fill in as the acting Fire Chief in their absence.
- Depending on assignment, may manage administrative functions for the department, these include construction and maintenance of facilities, apparatus planning and specification, preventive maintenance and repair of vehicles and equipment, research and data analysis, strategic planning, and the production of annual reports and operational guides.
- Depending on assignment, may manage the purchase, storage and distribution of all supplies and equipment for the Department.
- Depending on assignment, may manage and forecast the department's Capital Improvement Program.
- Depending on assignment, may make recommendations to the Fire Chief for necessary improvements and adjustments to the department's strategies related to emergency response, administrative processes and/or professional services.
- Supervise Deputy Chiefs and other personnel assigned to the division.

- Depending on assignment, may manage the readiness and response effectiveness of the department's fire companies and chief officers.
- Depending on assignment, may ensure the department's chain of command is maintained and operates efficiently and effectively.
- Depending on assignment, may respond to significant emergency events in both a participative and evaluative capacity.
- Depending on assignment, may coordinate recruitment, hiring, onboarding, and separation of Fire Medical Rescue employees with the City of Tempe Human Resources Department.
- Depending on assignment, may manage the department safety and wellness programs.
- Depending on assignment, may manage the professional development section programs including training, certifications, promotional processes, and development programs for all uniformed personnel in the department.
- Provide pro-active performance planning utilizing performance management tools.
- Perform other related duties as assigned.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective July 2000

Revised July 2002 (Range Changed)

Revised June 2003 (Range Changed)

Revised April 2006 (included new Assistant Chief over Fire Prevention and Public Safety Education Division responsibilities)

Revised March 2009 (updates to Examples of Duties)

Revised September 2010 (update job duties)

Revised May 2024 (add add'l requirements "Must not be on the Office of Inspector General list of Excluded Individuals/Entities")

Revised December 2024 (update job duties & minimum qualifications)

Revised January 2024 (minimum qualifications)