

April 23, 2019

**ASSISTANT FIRE CHIEF
PROMOTIONAL EXAMINATION
SALARY PER UNION CONTRACT**

TEST ANNOUNCED: An oral technical exam will be given to establish an eligibility list for the position of Assistant Fire Chief.

ELIGIBILITY: All applicants for the position of Assistant Fire Chief must have held the rank of Captain or Training Officer at least one year prior to the date of this notice. Must have been, active for the purpose of extinguishing fires for a minimum of one year prior to the date of this posting.

REQUIREMENTS: Please read attached job description.

LAST DATE TO APPLY: Applications must be filed no later than 5:00 P.M. on Friday, May 17, 2019. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Any questions regarding this examination should be directed to this office, 630-4037.

DATE OF EXAMINATION: Oral Technical Interview date is Thursday, July 25, 2019.

Values of the exam are as follows:

Technical Oral	90%
Longevity	10%

ELIGIBILITY LIST: An eligibility list shall be prepared after the results of the examinations have been tabulated and the names of the applicants listed in the order of rank. Once the eligibility list has been established, it may remain in effect for at least one year in accordance with Section 8.3 of the Policies and Procedures for Personnel.

Assistant Fire Chief

Nature of Work

This is responsible supervisory and skilled fire fighting work in commanding and coordinating fire fighting activities of the municipal fire department on an assigned shift.

Work involves responsibility for supervising and coordinating the activities of the fire department on an assigned shift. An Assistant Fire Chief is responsible for the supervision of all fire fighting personnel and proper maintenance of fire stations and apparatus on assigned shift.

Has responsibility for the operation of the fire department in the absence or disability of the Deputy Fire Chief and Fire Chief. Incumbents may respond to all fires in the City on assigned shift and are responsible for the proper extinguishment of the fire and all operations incidental thereto until relieved of command by the Deputy Fire Chief or the Fire Chief.

Supervision Received

All work is under the general direction, supervision and review of the Deputy Fire Chief or the Fire Chief who establishes policy. Programs are reviewed for adherence to policies and procedures, and rules and regulations of the Meriden Fire Department.

Examples of Work

Responds to fire alarms in the City of assigned shift and to other fires to which ordered by superiors.

Relieves company fire officer upon arrival at a fire and directs all fire fighting and life saving operations until relieved of command by superior; determines and directs proper deployment of companies at the scene of a fire in order to extinguish the fire most effectively.

Determines the necessity of additional fire fighting companies; calls for additional companies as needed; orders apparatus and equipment not needed at the fire to return to assigned station; after a fire is controlled, assists in determining cause and origin.

Sees that fire companies under his command inspect and become familiar with fire hydrants, sprinkler systems, standpipe connections, and the physical layout of buildings in the City.

Instructs firefighters in general subjects such as rules and regulations of the fire department, special drills, exercises, formations, and the application of their training to emergency conditions; organizes and supervises the instruction and drilling of fire companies; grades company officer and men.

Participates in the instruction of fire companies in fire fighting and fire prevention methods and techniques; enforces departmental rules, regulations and orders; maintains discipline.

Assistant Fire Chief (continued)

Examples of Work

Periodically visits each company on assigned shift in order to inspect personnel, equipment, apparatus, house and records.

Makes fire reports and other departmental reports as required.

May direct the operations of the department on assigned shift in the absence or disability of superiors.

Performs related work as required.

Desirable Knowledge Skills and Abilities

Thorough knowledge of the principles and practices of fire fighting, including knowledge of hydraulics as related to fire fighting.

Thorough knowledge of the operation and maintenance of the various types of apparatus and equipment used by the fire department and the ability to supervise the effective use of such equipment and apparatus.

Thorough knowledge of fire training practices and techniques.

Thorough knowledge of first aid, resuscitation principles and practices, and skill in their application.

Thorough knowledge of fire prevention methods and municipal and state ordinances relating to fire prevention.

Thorough knowledge of the rules and regulations of the fire department.

Thorough knowledge of the geography of the City and the location of streets, principal buildings, fire hydrants, and fire alarm boxes.

Ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations.

Ability to plan, supervise, and coordinate the work of subordinates and maintain effective working relationship with officials and the general public.

Assistant Fire Chief (continued)

Desirable Experience and Training

Considerable fire fighting and fire prevention work including supervisory experience; and graduation from a standard high school, preferably supplemented by completion of approved training in fire department administration, operation, inspection and prevention.