



GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:	104.10	Effective Date:	09/21/2010
		Revision Dates:	2/3/2021
Section:	Organizational Information		
Subject:	JOB DESCRIPTION – ASSISTANT CHIEF (OPERATIONS)		
By Order of Fire Chief Patrick J. Parker			

I. Summary

The Assistant Chief-Operations serves as second in command to Fire Chief/Authority CEO and in association with Assistant Fire Chief-Fire Marshal, this position involves the responsibility for the management, supervision, and administration of the Grand Traverse Metro Emergency Services Authority (GTMESSA) fire operations.

Work includes response to incidents and performs command functions, as necessary. This is a salaried exempt position is subject to call-back at any time, including nights and weekends.

II. Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Investigation of hazardous complaints, compilation of hazardous locations and dissemination to personnel.
- Maintenance, review, revision, and continuous improvement of the emergency operations plan.
- Research and development of specifications for the purchase of apparatus and equipment.
- Oversee preventative maintenance schedules for apparatus, equipment, facilities with assistance from Chief Engineer.
- Maintain records, and inventories of equipment with assistance from Chief Engineer.
- Maintain, review, and enhance department training and training records with assistance from Training Officer.
- Research, development, and enforcement of department policies, rules, and regulations with assistance from Human Resources Manager and Union Representative.
- Preparation and submission of various reports and budgets; including cost recovery.
- Supervision and evaluation of suppression employees in a union environment.
- Respond to incidents and perform command functions as necessary.
- Facilitate and encourage members to participate in professional development to achieve their full potential.
- Must be knowledgeable of the Fire Department SOG's. Knowledge of emergency medical operations and protocols.
- Assists the Fire Chief and staff with development of long-range goals and strategic planning.
- Effective labor relations, contract negotiations, and conflict resolution techniques.

III. Supervisory responsibilities

Enhance and adhere to procedures for hiring, assigning, promoting, and encouraging professional development of members.

Consider personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures.

Comply with procedures for promoting members, given applicable policies and legal requirements, so the process is valid and reliable.

IV. Work environment

- Varies between an office, in vehicles, and/or in outdoor setting.
- Moderate exposure to weather, extreme cold and/or heat, wet and/or humid conditions, noise intensity level, vibrations, darkness/poor lighting, moving mechanical parts/hazards, confined spaces, high, exposed places, dirt/dust, odors, toxic chemicals, and other environmental conditions
- Moderate use of protective eye wear, footwear, respiratory aid, hard hat, and gloves
- Safety Hazards:
 - a. Electrical hazards
 - b. Fire hazards including fighting fires.
 - c. Exposure to hazardous materials such as smoke, noxious odors, fumes, solvents, oils, chemicals, pesticides, etc.
 - d. Exposure to violent behavior
 - e. Exposure to communicable diseases
 - f. Traffic hazards

V. Physical demands

- Frequent periods of sitting.
- Ability to lift, carry, push, and pull greater than 150 pounds.
- Constant speaking, hearing, and judgment.
- Frequent writing and concentration.
- Intermittent periods of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, smelling, handling, feeling, dexterity, near and far sight acuity, depth perception, color vision, field of vision, concentration.
- Noise level varies from quiet in the office to loud at the emergency scene.

VI. Travel required

- Periodic

VII. Required education and experience

- Bachelor's degree in Fire Science, Public Administration, Business Administration or related field from an accredited college or university; relevant experience may supplant degree.
- Minimum of 15 years tactical experience in a combination or career department.
- Minimum of 10 years of command experience; the last 5 as a Captain or higher.
- Michigan certification as Fire Fighter I & II.
- Michigan EMT license or higher.
- Meet the minimum physical and mental requirements in NFPA 1582 and as determined by GTMESA physician.
- Must be thoroughly familiar with and be able to initiate and manage an incident according to the National Incident Management System (NIMS).
- Unrestricted Michigan driver's license.

VIII. Preferred education and experience

- National Fire Academy Executive Fire Officer (EFO) and/or Managing Officer (MO) Certificate.
- Michigan Fire Fighter Training Council Instructor.
- Staff and Command Certificate.
- Michigan Fire Fighter Training Council Fire Officer III.

IX. Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of 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.

SOG 104.10 Authorized by: *Chief Pat Parker*

Chief Patrick J. Parker