

**Denver Fire Department  
Assistant Chief  
Job Description  
Revised July, 2020**

General Statement of Duties

District Chief position. An Assistant Chief assigned as a District Chief manages the day-to-day operation of several assigned fire stations within a geographic area of the City, on a specific shift (i.e., A, B and C shifts). Within this capacity, each of the company officers in these stations will report directly to the Assistant Chief, including Lieutenants and Captains in their respective station/company assignments. The District Chief will coordinate the daily routine activities across stations, respond to life threatening emergencies such as structure fires and assume command of the incident and all responding companies, and will facilitate achievement of Department goals by individual companies.

Administrative Assistant Chief position. An Assistant Chief assigned to an Administrative position will be responsible for coordination of a major Department program area, such as administration or fire prevention, and will often take charge of a Division, or will report to and assist a Division Chief.

Ultimately, the Denver Fire Department expects *all* Assistant Chiefs to be exemplars of mission-driven behaviors and decision-making (i.e., centered on the desire to serve, the courage to act, and the ability to perform) as well as servant leadership (i.e., thinking “we” or “you” rather than “me” as well as long term). Project, time, and emergency management as well as followership are also vital parts of being an Assistant Chief.

Supervision

Assistant Chiefs are responsible to a Division Chief or the Fire Chief of the Fire Department and receive only broad direction. Assistant Chiefs assigned to Operations Division report to the Shift Commander. However, Assistant Chiefs must be able to function independently with little or no supervision. They will advise and consult with their superiors regarding achievement of Department goals, long-term projects, and unusual events regarding stations, personnel, apparatus, equipment, etc.

District Chiefs directly supervise Fire Captains and Fire Lieutenants assigned to a specific fire station. Administrative Assistant Chiefs may have any number and classification of personnel reporting to them.

## Interpersonal Relationships

Assistant Chiefs meet with fire department staff (subordinates, colleagues, supervisors, etc.) and representatives of other agencies (executive staff and members of other fire departments, airport officials, police, etc.). Assistant Chiefs also interact with citizens and the general public (community representatives, political leaders, business owners, etc.) on a regular basis, and conduct collateral activities in their respective areas. These interactions occur during routine day-to-day operations, emergency operations, training classes and exercises, inspections, meetings, and educational or informational presentations.

## Complexity

An Assistant Chief's job involves complex emergency scene tasks and social interactions, which must be conducted correctly without taking the time to reference procedures and policies or repeat accomplished tasks. An Assistant Chief's job also involves carrying out broad Departmental goals through strategic planning and coordination of subordinates' task-level actions. Errors could lead to life safety hazards, property loss, customer complaints, or embarrassment to the Department.

## Typical Working Conditions

District Chiefs live and work in a fire station in 24-hour shifts. This work environment includes many of the same amenities of a home, including kitchens, showers, beds, etc. Outside of the fire station, Assistant Chiefs work in all weather, under extreme emergency conditions (fires, hazardous materials, auto accidents, etc.).

Administrative Assistant Chiefs typically work a regular day shift (from 8 to 12 hours per day, 4 to 5 days per week) in an office setting.

Regardless of assignment, all Assistant Chiefs perform routine day-to-day activities, such as training of subordinates, meeting with supervisors, planning and scheduling work, and oversight of discipline as necessary. In addition, they spend considerable time in strategic planning in order to carry out broad Departmental goals. They may also find themselves addressing the City Council or a community group representing the Fire Department.

## Primary Duties and Essential Functions

**(The following essential function statements are not listed in order of importance.)  
Regardless of assignment, each Assistant Chief:**

### **Mission-Centered Action**

Supports and practices servant leadership qualities, especially long-term thinking and thinking “we” or “you,” rather than “me.”

Facilitates the support and practice of servant leadership across all departmental levels.

When making decisions, seeks to benefit the department’s mission, not “self.”

Understands, articulates, and promotes the department’s mission (i.e., the desire to serve, the courage to act, and the ability to perform).

Ensures decisions align with departmental values and mission.

Acts and encourages others to act as positive role models and good neighbors.

### **Strategic Planning**

Establishes appropriate strategy based on risk/benefit analysis.

Implements and develops an overall strategy using the National Incident Management System at emergency incidents, directing all assigned or reporting personnel and resources (i.e., function as the Incident Commander).

Develops strategies and tactics for emergency incidents.

Participates and/or implements the strategic planning process to further the mission, direction, and goals of the District, Division and organization.

### **Emergency Management and Prevention**

Responds to and takes command of, of incidents (e.g., structure fires, major emergency medical incidents, hazardous materials spills, and other significant emergency incident calls).

Requests and coordinates additional personnel and equipment necessary to control emergencies and to provide relief for crews on the scene.

Directs personnel and equipment at the scene of a working fire, rescue operation, or other emergency incident.

The IC is ultimately responsible for the safety of all responders working an incident. (Resource NFPA). The Assistant Chief not in the IC position may be asked to fill any Incident Command position.

Manages the fire prevention activities within a district, including education, inspection, and enforcement work.

Reviews pre-fire plans with assigned companies for special target hazards.

Reviews fire prevention work performed by companies.

Ensures the need for critical incident stress debriefing of companies/officers following stressful and traumatic situations which affect the staff is addressed.

## **Communication and Coordination**

Ensures proper communications with Communication Center.

Makes rounds within the District to meet with Company Officers at stations to exchange information, discuss planned work activities, and brief subordinate personnel on Departmental issues (e.g., new policies).

Reviews and evaluates incoming documents, reports, electronic communications, mail, and other paperwork to determine what actions must be taken and to determine priorities.

Delegates work functions and specific goals to subordinate Officers, provides specific instructions as needed, and conducts follow-ups.

Writes special reports as part of assignments and projects.

Makes formal presentations within the Department to management or line personnel, and to the public or officials of other agencies.

Discusses problems with individuals and facilitates solutions within department policies and procedures.

Coordinates problem resolution and negotiates appropriate solutions with other agencies, vendors, and the public.

Writes memos, letters, and e-mails to individuals inside and outside of the Fire Department.

Orally communicates with others within the department and to the public or officials of other agencies.

Maintains and encourages open lines of communication (e.g., peers, subordinates, across shifts, and supervisors).

Ensures thorough completion of all Incident Reports within oversight.

Conveys information up the chain of command as appropriate.

### **Training and Performance Management**

Monitors the overall work performance and work quality of assigned personnel for efficiency, effectiveness, and safety.

Evaluates performance of subordinates.

Conducts formal and informal developmental sessions with subordinates to enhance work performance.

Documents formal and informal developmental sessions with subordinates.

Recognizes job performance issues in subordinates.

Establishes clear expectations for, implements, and monitors the progress of performance improvement plans (PIPs) for subordinates.

Reviews and acts upon all disciplinary actions involving personnel under their supervision in coordination with the Administration Division.

Recommends referrals for assistance (e.g., employee assistance program and additional training) when necessary.

Documents, submits, and files action taken to correct job performance problems in subordinates.

Investigates allegations of personnel misconduct, public complaints, internal complaints, and morale problems within the District or Division, when appropriate.

Develops goals, performance objectives, completion timetables, and processes for following up on the accomplishment of work for respective area.

Manages the training function within a district or respective area to include evaluation of training needs; planning, coordinating, conducting, observing, and evaluating drills and special training programs; ensuring safety during training activities; maintaining training records; and scheduling members for training.

Coordinates district or division training with the Training Division, other sub-divisions, or other agencies.

Develops training materials or curriculum for district and/or division training.

Ensures all assigned personnel are familiar with the policies of the department.

### **Resource Management**

Ensures assigned personnel and stations have the resources needed to complete their jobs.

Conducts inspections of assigned personnel, equipment, and facilities.

Provides input for budgets for assigned projects and programs.

Monitors expenditures for assigned budget.

Develops, coordinates, and/or approves work schedules, leave requests, requests for special assignments, adjustments to training schedules, ensure balanced staffing, etc.

### **Process Improvement**

Conducts critiques of incidents to learn from mistakes and successes and makes recommendations for modifying or creating protocols.

Follows up with others to ensure that change has occurred as planned.

### **Administration and Service**

Ensures knowledge of the current technology used for staffing, reporting of incidents, use of incident command programs, etc.

Serves in various capacities within the National Incident Management System.

Researches and investigates issues for special assignments.

Serves on and/or chairs committees (e.g., ad-hoc committees and stand-alone committees).

### **Public Engagement**

Communicates with property owners, contractors, the media, allied agencies and personnel, and the general public during incident management.

Encourages community outreach and customer service beyond emergency services to include identifying community needs, resources, and providing assistance in resolving problems.

Provides special services to the community as time and resources allow.

### Secondary Duties Performed

Assistant Chiefs may be called upon in emergency situations to perform the duties of any position at the emergency scene.

### Minimum Qualifications

**The KSA statements below are not listed in order of importance. Assistant Chiefs need the knowledge, skills, and abilities listed below to perform the essential job functions. Please note that candidates' qualifications are subject to auditing for accountability purposes.**

Ability to exercise appropriate judgment in supervisory situations and emergency incidents.

Ability to reach logical decisions, including the ability to foresee the consequences of various alternatives.

Ability to develop effective solutions and propose appropriate recommendations.

Ability to realize when a decision must be made, and the willingness to take action or commit oneself.

Knowledge of the department's mission (i.e., the desire to serve, the courage to act, and the ability to perform).

Ability to embody and encourage others to embody the Department's mission.

Knowledge of the Department's decision-making matrix.

Ability to follow and encourage others to follow the Department's decision-making matrix.

Ability to think globally and strategically, with an understanding of the impact of decisions as well as an understanding and appreciation for work/contributions provided by other personnel in the Department.

Ability to understand and work within the mission statement of the Department when resolving problems.

Ability to implement, evaluate, and modify strategic/tactical plans during an emergency incident.

Ability to set priorities, coordinate, or schedule tasks or events in a logical manner to maximize staff and material resources as well as meet goals and timelines.

Ability to establish procedures to monitor or regulate processes, tasks, or activities of subordinates.

Knowledge of the National Incident Management System (NIMS).

Ability to effectively implement the National Incident Management System (NIMS).

Knowledge of emergency scene safety considerations, life safety, and general safety, including safety with apparatus, tools, and equipment.

Knowledge of emergency scene strategies and tactics.

Knowledge of building plans, building systems, and building engineering principles as needed for fire prevention, pre-planning, strategic, and tactical responses.

Knowledge of fire suppression and emergency medical tools and equipment (e.g., hoses, ladders, apparatuses, etc.).

Knowledge of emergency care practices and procedures, including EMS incident management practices.

Knowledge of the City emergency management plan.

Ability to conduct timely and effective risk/benefit analysis.

Ability to effectively assign or delegate work to subordinate Officers, including assignments during emergency incidents, long-term projects, and routine activities.

Ability to think clearly and remain in self-control and command during stressful circumstances.

Knowledge of safe working conditions.

Ability to communicate appropriate fire-ground and emergency scene commands.

Knowledge of current labor contract.

Ability to properly interpret Department policies and procedures.

Ability to function as a member of the management team, supporting management decisions, and functioning as the liaison between subordinates and management personnel.

Ability to clearly communicate in writing, with proper grammar, spelling, punctuation, format, and so on. This includes all routine written work for the job, such as internal correspondence, subordinate evaluations, routine documentation, and special reports.

Ability to verbally communicate with subordinates, peers, management, allied agencies, and the public in all routine aspects of the job.

Ability to listen to others attentively and with comprehension.

Ability to maintain accurate electronic and written records and schedules of personnel, resources, and assignments.

Ability to maintain effective cross-shift communication with Shift Commanders, other District Chiefs, Roving Assistant Chiefs, and Acting Assistant Chiefs.

Knowledge of the functions of support services and of other city agencies.

Ability to evaluate the results of assigned work and responsibilities.

Ability to provide constructive feedback to subordinates.

Ability to recognize performance problems in subordinate personnel, and determine effective corrective training, developmental, or disciplinary measures.

Knowledge of applicable City and Departmental policies and procedures.

Knowledge of accepted personnel management and supervisory principles and practices and related Departmental policies and procedures (e.g., employee conduct, complaints, assignments, performance, training, scheduling, etc.).

Ability to function as a positive role model for subordinate personnel, including leading by example, maintaining open lines of communication, and providing a work environment which builds upon the individual differences in personnel while focusing on team building.

Ability to coach and influence individuals and teams, to accomplish goals, or to arrive at solutions to problems.

Knowledge of accepted principles of fire department administration, including budgeting, training, and personnel staffing.

Ability to make proper assignments of personnel and appropriate use of resources.

Knowledge of fundamental software applications (e.g., word processing, spreadsheets, electronic communication, etc.).

Knowledge of operational use of the Department's computer software programs.

Skill in the use of computers for data entry and retrieval.

Ability to self-start, go beyond what is expected, and originate action rather than just responding to events.

Ability to remain open to new ideas, approaches or techniques.

Ability to innovate, see things from a new perspective, and seek and evaluate unique and workable solutions.

Ability to follow-up on delegated or assigned tasks.

Ability to attend to details.

Knowledge of and ability to demonstrate followership.

Knowledge of citizen/community issues and concerns.

Ability to work with and understand the values of others, both within and outside the department.

Ability to demonstrate compassion, empathy, and understanding for others.

**Physical Requirements:** An Assistant Chief must be able to perform the essential physical functions of an Assistant Chief as determined by the Denver Fire Department in cooperation with the Denver Civil Service Commission. These requirements went into effect in May of 2001. (see attached).

### **Experience/Education Requirements**

**Minimum Education Requirement:** Graduation from high school or possession of a GED certificate as required by Civil Service Rules and Regulations.

**Minimum Experience Requirement:** As required by Civil Service Rules and Regulations.

**Necessary Special Requirement:** As required by Civil Service Rules and Regulations.

**Essential Physical and Mechanical Functions**  
**Denver Fire Department in cooperation with the Denver Civil Service Commission**  
**May, 2001**

**Physical Functions**

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use 1-3/4 inch hose as an attack line
- Use equipment (e.g., ax, sledgehammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing
- Crawl on a floor and if you cannot see, feel for the heat of the fire source
- Systematically search for trapped persons
- Drag victims with the help of another firefighter
- Screw the hose connection to the hydrant
- Drag charged 1-3/4 inch hose up stairs and around furniture when fighting a fire
- Carry victims with the help of another firefighter
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out and ensure it reaches the plug
- Climb stairs wearing full equipment while responding to a call for service
- Carry heavy equipment (hose pack, medical box, air bottles) up stairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4 inch hose unassisted and open the nozzle
- Drag a victim out of a building unassisted while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 2 1/2 or 3 inch hose until it is fully extended
- Drag charged 1-3/4 inch hose unassisted
- Reload hose and put it back onto the engine/quint
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation unassisted
- Use a pike pole to pull down a ceiling
- Carry a victim out of a building unassisted while wearing full turnout gear
- Carry people unassisted down ladders wearing full turnout gear
- Carry people unassisted via stairs wearing full turnout gear
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove an extension ladder from the apparatus unassisted and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g. rooftops)

- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend the booster line to a fire
- Hoist equipment to upper levels by a rope

### **Mechanical Functions**

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, and then position and raise ladder
- Make openings for ventilation using equipment (e.g., saws, axes, etc.)
- Drive firefighting/emergency equipment to and from a scene
- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges