



## ASSISTANT FIRE CHIEF

---

### **NATURE OF WORK IN THIS CLASS**

This is highly responsible command work which involves providing effective administration through planning, coordinating, controlling, directing, and supervising the operations of the platoon system. Employees in this class work with considerable latitude in the exercise of independent judgment in commanding fire operations or related specialized activities. Work is performed in accordance to established departmental policies and procedures. Work is reviewed for compliance with applicable laws, rules, regulations, policies, and procedures through conferences, inspections and submission of reports.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Commands, plans, assigns, supervises and directs the activities of subordinates under ones command in fire operations and other related activities.

Responds to emergencies when dispatched and takes command as conditions warrant by supervising and coordinating the activities of subordinates under ones command.

Evaluates organizational efficiency and results; studies training needs; initiates special sessions or drills.

Evaluates alarm assignments and hydrant distributions.

Supervises difficult fire suppression and prevention inspections by implementing fire programs.

Advises and instructs subordinates on methods, techniques, and procedures to be used in fire suppression and prevention efforts; analyzes current procedures and prepares reports and recommendations in order to recommend improving these procedures.

Directs the more difficult fire investigations and other related incidents during ones tour of duty.

Initiates meetings with civic and business organizations and actively promotes good public relations by giving lectures at school assemblies, civic groups, and appears on radio and television in order to promote fire prevention and safety measures.

Remains cognizant of one's jurisdiction regarding the location of hydrants, mains, reservoirs, streets, sprinkler systems, etc.

Prepares and supervises the submission and retention operations of fire reports and records.

Inspects subordinates and equipment to ensure conformance to standards and proper proficiency and readiness in emergencies, unusual circumstances and special events.

Performs related duties as required.



## ASSISTANT FIRE CHIEF

---

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of contemporary principles, practices and methods of fire administration, organization and operation.

Knowledge of fire protection, prevention and other safety laws of the Territory of Guam.

Knowledge of departmental operating procedures, rules and regulations.

Knowledge of the technical aspects of fire suppression, prevention, rescue and ambulance operations.

Knowledge of the principles, practices, techniques and equipment used in contemporary fire suppression or in other related fields of specialization.

Ability to effectively supervise subordinates.

Ability to work effectively with the public and employees.

Ability to react quickly and calmly in emergencies.

Ability to maintain complex records and prepare reports.

Ability to advise, instruct and personally perform technical work in one's field of specialization.

Ability to communicate effectively.

### **MINIMUM EXPERIENCE AND TRAINING**

A. Two (2) years of experience as a Fire Battalion Chief and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or

B. Three (3) years and six (6) months of experience as a Fire Battalion Chief.

### **NECESSARY SPECIAL QUALIFICATIONS:**

A. Must possess a valid Emergency Medical Technician Basic (EMT-B) certification (10 GCA §72105.4).

B. Must possess a valid driver's license.

**ASSISTANT FIRE CHIEF**

---

**In addition to meeting the NSQs above, the following Certifications below are required. [NOTE: All certifications listed below with the exception of the (NREMT) EMT (Basic) Certification must be from the National Board on Fire Service Professional Qualifications (ProBoard), or the International Fire Service Accreditation Congress (IFSAC) accredited:**

National Registry Emergency Medical Technician (NRMET) EMT (Basic) Certification

Hazardous Material Incident Commander

Fire Inspector I

Fire Instructor II

Fire Officer III

**ESTABLISHED:**                      **JANUARY 1974**  
**AMENDED:**                        **JANUARY 2017**  
**PAY GRADE:**                    **PL04 STEP 1**  
**STATUTE:**                        **10 GCA §72105.4**

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>FI3</b>	<b>304</b>
	<b>PROBLEM SOLVING:</b>	<b>E3 (38%)</b>	<b>115</b>
	<b>ACCOUNTABILITY:</b>	<b>E 1 P</b>	<b>152</b>
	<b>TOTAL POINTS</b>		<b>571</b>

This standard revises and supersedes the standard established JANUARY 1974 and amended November 1982, December 1989, January 1996, May 2001 and November 2016.

---

**CHRISTINE W. BALETO**, Director  
Department of Administration