

# McQueeney Volunteer Fire Department Officer Qualifications and Duties

## Assistant Chief

# Q-002

Date: 07-01-98

### Qualifications

The assistant chief shall be an active participant in the State Firefighter's and Fire Marshals' Association of Texas certification program.

The assistant chief shall have been a member of the McQueeney Volunteer Fire Department for at least three (3) years.

The assistant chief shall have a current, valid Texas driver's license.

The assistant chief shall have successfully completed Incident Command System training.

The assistant chief shall have responded to at least 1/3 of all fire calls during the past 12 months.

The assistant chief shall have attended at least 75% of all meetings and drills during the past 12 months.

### Duties

The assistant chief shall assist the chief with fire prevention, including routine inspections, pre-planning, management of fire department operations, and record keeping and reporting.

The assistant chief shall assist the chief and assume the duties of the chief in his absence.

The assistant chief shall participate in fire suppression, protection and rescue; and provide first aid to the level of his training; and generally perform all of the functions of a firefighter as required.

The assistant chief shall insure, along with the Training Officer, that all members are trained and drilled in all phases of firefighting, rescue, and resuscitation in accordance with the department's training program.

The assistant chief shall inspect and test or supervise the inspection and testing of all fire department equipment and apparatus.

The assistant chief shall supervise the maintenance of all station facilities, grounds and apparatus.

The assistant chief shall keep the department log and other routine and special activity records.

The assistant chief may participate in fire cause determination.

The assistant chief shall perform other duties as may be assigned.

The assistant chief shall keep a record of attendance at all emergency calls.

The assistant chief shall submit the required information to the county regarding emergency calls.

The assistant chief shall review incident reports to insure that the reports are properly completed; and if not, insure that the responsible member completes them. <----- **note**

The assistant chief shall be responsible for maintaining incident report files and keeping the current in the computer. <----- **note**

The assistant chief shall be responsible for keeping up all files and records pertaining to his office.

The assistant chief shall obey all rules and regulations, and operating procedures of the department; and he shall abide by the Constitution and By-laws of the department.

#### **Required knowledge, skills and abilities**

Knowledge of technical firefighting principles and practices; and the principles of hydraulics as applied to fire suppression.

Knowledge of rescue operations and emergency medical techniques.

Knowledge of and ability to recognize common fire hazards.

Skill in operating emergency vehicles in a safe manner.

The assistant chief shall have the ability to plan the work of firefighters; to supervise and motivate firefighters; to operate all types of firefighting equipment and apparatus and to instruct others in their operation; to keep records and prepare reports; to work with and train members of the department; to establish and maintain cooperative relationships with fellow firefighters and the public; to deal effectively with individuals under stress; and maintain a Texas driver's license and a good driving record.

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*Source: McQueeney Volunteer Fire Department*