

SAN JUAN COUNTY FIRE DEPARTMENT

Assistant District Chief Job Description

**Policy Number: SJCFD 102-03
Issue Date: October 2008
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Primary Purpose

Oversees and directs the daily operation of the Fire District, main station, and sub-stations assigned to them.

Nature of Duties

Shall have overall charge of District personnel, equipment and stations assigned to them. Shall assure that the stations and equipment under their supervision is properly maintained. Shall assure that proper records for the district equipment are maintained. Shall recommend the expenditure of district funds to the District Chief. May act as incident commander on emergency incidents. Shall assign other duties to members as needed. Shall assume the duties of the District Chief in his/her absence. Shall perform other similar duties as assigned.

Supervision Received

This position reports directly to the District Chief.

Supervision Exercised

Supervises Captains and Field Personnel as needed.

Minimum Qualifications

The Assistant District Chief shall have completed or obtained:

- Four basic core requirements
- Valid New Mexico driver's license (class A, B, or E)
- FF1 per NFPA 1001 qualifications
- Pump Operations and Water Supply
- NIMS IS 700
- Vehicle Extrication
- Incident Safety Officer (ISO)
- Fire Instructor 1
- Haz-Mat Operations
- Fire Officer 1

Reviewed and approved
October 22, 2008
Fire Chief's Association Meeting

The minimum qualifications will be reviewed and approved by the San Juan County Fire Department Training Coordinator.

Shall have served in the Fire Service a minimum of four (4) years and shall have served the San Juan County Fire Department a minimum of two (2) years. Shall have served a minimum of one (1) year immediately preceding the election as an elected officer in the Fire District.

Shall have a minimum of twenty-four (24) hours continuing education (CE) fire training each year immediately preceding their election and not more than four (4) hours EMS training may be credited to this requirement.