### Position Description

### Position: Assistant Fire Chief

### Department: Fire

### Reports To: Fire Chief

### Location: Ascension Island

### Type Of Position & FLSA Status: Full Time / Exempt

### EEOC Job Category: First/Mid-Level Officials and Managers

### Summary/General Description Of Job:

### The incumbent is responsible for performing all of the duties as Chief In the absence of the Fire Chief. This position ensures an effective fire prevention and protection program according to IAW DoDI 6055.6, DoDI 6055.6-M, AFI 32-2001, OSHA, and all applicable National Fire Protection Association (NFPA) standards. The incumbent is responsible for the prevention and extinguishment of fires; the protection of life and property against hazard of fire; disaster preparedness and management; emergency response and emergency medical-related issues, and aircraft rescue and firefighting.

### Essential Duties & Job Functions:

* Manages the day-to-day operation of the fire department.
* Directs firefighting operations during emergencies.
* Serves as Incident Commander for all emergency response operations for protection of life and property.
* Supervises shift firefighters and their responses to various emergency activities.
* Inspects and ensures overall effectiveness of department operations in the absence of the Fire Chief.
* Assists in planning, developing and carrying out departmental policies.
* Assesses the fire protection programs, recommends changes when necessary, and manages personnel to ensure applicability of program objectives.
* Conducts scheduled and unscheduled inspections of hangars, warehouses, etc., noting violations and recommending corrective action to ensure adherence to fire prevention measures.
* Identifies and reviews the status of fire deficiencies, and coordinates with the Fire Chief and other agencies for needed corrective action.
* Ensures department facilities, apparatus and equipment are in proper working order.
* Receives guidance regulations for procedures and disseminates the information to subordinates.
* Performs personnel management duties, including approving vacation requests.
* Maintains records and prepares reports on a variety of department programs.
* Serves as technical advisor on fire protection matters in the absence of the Fire Chief.
* Interprets applicable fire protection technical publications and fire codes.
* Prepares written operating instructions, fire reports and general correspondence.
* Recommends approval, modification or rejection of career development plans, employee utilization proposals and other similar matters.
* Performs other related work as assigned.

### Accountable For:

* Timely and cost effective performance of duties.
* Harmoniously working with other employees and customers.
* Working with the Project Principals to fully coordinate all activities.
* Effectively coordinate a number of projects simultaneously.
* Demonstrated ability to work well under pressure.
* Effective written and oral communication skills.
* Demonstrating initiative and problem-solving skills.
* Contributing to the successful completion of project initiatives.

### Job Requirements (Education, Experience, Professional Associations):

### Mandatory

* High School Diploma or equivalent.
* Five (5) years’ experience in a supervisory capacity of various fire department operations.
* Fire Officer III (DoD, PROBOARD, or IFSAC) certification.
* Fire Instructor II (DoD, PROBOARD, or IFSAC) certification.
* Fire Inspector II (DoD, PROBOARD, or IFSAC) certification.
* HazMat Incident Commander (IC) (DoD, PROBOARD, or IFSAC) certification.
* Airport Fire Fighter (DoD, PROBOARD, or IFSAC) certification.
* National Incident Management System (NIMS) IS – 100 certification.
* National Incident Management System (NIMS) IS – 200 certification.
* National Incident Management System (NIMS) IS – 300 certification.
* National Incident Management System (NIMS) IS – 700 certification.
* National Incident Management System (NIMS) IS – 800 certification.
* Experience in disaster preparedness planning and operations.
* Skill in the use of Microsoft Word, Excel, and PowerPoint at an intermediate level.
* Valid state Driver’s License with acceptable driving record pertinent to the position.
* The ability to obtain and maintain a Favorable National Agency Check w/Inquiries (NACI); or the ability to obtain and maintain a DoD security clearance at the Secret level, as applicable to the position requirement.
* Ability to successfully pass any employment background check and/or drug testing required on the contract.

### Preferred

* Bachelor’s Degree in Fire Science or other related field.
* Experience working on government contracts.
* Knowledge of DoDI 6055.6, DoDI 6055.6-M, AFI 32-200, and all applicable NFPA standards, and OSHA regulations.
* Comprehensive knowledge of the installation/command mission and organization.

**Preference shall be given to eligible and qualified Chugach shareholders, spouses and descendants, and shareholders of other Alaska Native Corporations.  Chugach makes every effort to identify, hire, train, and promote shareholders.  Chugach is an equal opportunity employer.  The company shall not discriminate against any employee or applicant because of race, color, religion, creed, sex, sexual orientation, gender or gender identity (except where gender is a bona fide occupational qualification), national origin, age, disability, military/veteran status, marital status, genetic information or any other factor protected by law.**

For more information or to apply, go to www.chugachgov.com/careerssearch: Job ID#3060

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