



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	ASSISTANT DIVISION CHIEF	<b>Department:</b>	FIRE
<b>Job Code:</b>	3038	<b>Status:</b>	NON-EXEMPT
		<b>Grade:</b>	FM-2

### Summary

This is responsible administrative, supervisory and technical work assisting with the direction and activities of personnel and equipment in the assigned division or any other assignment from the Fire Chief through the chain of command.

Work involves assisting a Division Chief or other ranking chief officer with responsibility for departmental buildings, equipment and apparatus; for the direction and discipline of subordinate personnel. Employees of this class are responsible for the effective and efficient use of apparatus, equipment and personnel in performing emergency work, but are subject to being relieved by a superior officer at the scene of an emergency. Work may involve physical risk and exertion at the scene of an emergency and limiting the exposure of the public to hazardous elements. Work is reviewed by observation of the effectiveness of work performed and by inspection of quarters, apparatus, equipment and records and the proficiency of assigned subordinates.

### Duties and Responsibilities

- Assists the on-duty deputy chief of the Emergency Operations Bureau in coordinating city-wide ambulance operations;
- Assists a Division Chief with the following:
  - Directing and supervising within the dynamic ambulance personnel;
  - Managing the Quality Improvement Division;
  - Managing and instructing within the EMS Training Division;
  - Management/supervision within the Communications Division;
  - Management/supervision within the Logistics Division.
  - Managing/supervision within the fleet administration.
  - Directing and assisting, where indicated, emergency medical treatment of persons.
  - Makes periodic inspections of subordinates and the general condition of assigned equipment, apparatus and quarters; schedules and directs the cleaning and routine servicing of equipment and apparatus.
- Maintains proper discipline, reporting irregularities and making recommendations; participates in and supervises training activities.
- As assigned, plans, organizes, supervises and participates in the in-service training of medical personnel; presents lectures and courses covering selected aspects of medical and administration activities; may supervise drills and assures that command officers instruct subordinates in various phases of the training program.

**Technical Skills**

Considerable knowledge of:  
the principles and practices involved in instructing personnel in the use and care of equipment and various techniques of emergency medical services, and the ability to apply this knowledge to specific training problems, programs, GOG's, GAG's, and directives.  
the rules, regulations and safety procedures of the KCFD, the City of Kansas City, Missouri and provisions of the Collective Bargaining Agreement with Local 42, IAFF.  
the geography of Kansas City, Missouri including street locations, principal buildings.  
the department's radio communication system.  
equipment and apparel designed to reduce the risk to KCFD personnel.

Knowledge of :  
the department's electronic communication systems.

Ability to:  
recognize danger, use sound judgment and react calmly under emergency conditions.  
Plan, assign, direct, review and supervise subordinates at emergencies.  
Establish and maintain effective working relationships with subordinates, representatives of cooperating agencies and the general public.

**Education and Experience**

Requires 5 years of continuous experience in Fire Prevention, Emergency Operations, Communications, or Logistics with the Kansas City, Missouri, Fire Department;  
OR  
an accredited Associate's degree in a related field and 4 years of continuous experience in Fire Prevention, Emergency Operations, Communications, or Logistics with KCFD;  
OR  
an accredited Bachelor's degree in a related field and 3 year of continuous experience in Fire Prevention, Emergency Operations, Communications, or Logistics with KCFD

**Certificates/  
Licenses/Special  
Requirements**

.Will be required to pass a pre-employment drug screen .  
Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

**Supervision  
Received**

Certain positions may be required to possess specialized licensure or certification based on the vacancy and as determined by the department.

Work is performed under general supervision.

**Created  
Revised**

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

4/25/2010

8/10,9/10, 10/10, 7/11, 11/11, 6/16, 7/16, 01/2024