



**GLASTONBURY FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**



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REVISION #: 0                                      REVISED DATE:                                      EFFECTIVE DATE:  
CATEGORY: PERSONNEL  
SUB-CATEGORY: JOB DESCRIPTION  
SUBJECT: ASSISTANT CHIEF  
RELATED GUIDELINE: PER-001

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Section I – Introduction

A. Objectives

To identify the job description associated with the position of Assistant Chief, which shall include the essential job functions, additional job functions, emergency response duties, non-emergency response duties, knowledge, skills, abilities, and the physical and mental effort along with environmental conditions.

The Assistant Chief will complete these duties in accordance to the Town of Glastonbury Fire Department's mission statement, and its core values of Commitment, Respect and Integrity.

B. Applicability

The job description is an outline of the roles and responsibility of an Assistant Chief within the Glastonbury Fire Department.

C. Reference

Suffield Fire Department – Job Description for Deputy Chief  
Hebron Fire Department – Job Description for Assistant Chief (Assistant Chief is considered third level supervisor)

Section II - General Description

The Assistant Chief is the second level of supervision in the overall operational chain of command. In the absence of the Fire Chief, the Assistant Chief, on arrival of any incident may assume the responsibilities as the Incident Commander. The Assistant Chief will assist with administrative duties, which will include budget, personnel matters and operating guideline development. The Assistant Chief will serve as the Department's liaison with the Dispatch Center. Other duties will include oversight of the Department's Information Technology initiatives, review of incident and training records, along with development of Officer and Department training programs. The Assistant Chief shall maintain a leadership role, promote and encourage discipline, safety and training of personnel for the effective and efficient operation of Department activities.

The Assistant Chief will be responsible to review disciplinary recommendations of the Deputy Chiefs. Monitors and observes departmental activities, ensuring that they are in conformance to department standards. Ensures that the assigned third line supervisors (Deputy Chiefs) perform duties in conformance with federal, state, county, and town laws and ordinances.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### Section III - Essential Job Functions:

- Assist in all managerial functions and command of the Fire Department, including, but not limited to, financial and personnel management, fire prevention, planning, maintenance, training, community relations, communications, as well as health and safety.
- Assigns various administrative and command functions to other officers or personnel in order to maintain efficiency and ensure execution of the duties.
- Responds to emergency incidents, performs complex tasks during life threatening emergencies both as a member of a team and independently to control or extinguish fire, rescue people and deal with other emergency conditions that may arise.
- Performs rescue work in various emergencies and assists in emergency aid to the injured when primary emergency medical response agencies are not available or require assistance.
- Operate Department apparatus, which shall include pump and other equipment, such as hand tools.
- Participates in Department's drills and outside training in order to maintain and enhance individual skill sets, as well as safely performing firefighting and rescue techniques, and related subjects.
- In the absence of a superior officer, an Assistant Chief is responsible for Fire Department operations at an incident until released by superior fire officer or until the incident is terminated.
- On completion of assigned task(s), report to immediate incident supervisor.
- Strong written and verbal communication skills commensurate with the position.
- Possess and able to demonstrate strong interpersonal skills, able to work in harmony with others in a professional manner.
- Considerable knowledge of the methods of organization, planning, management and supervision.
- Considerable initiative and imagination.
- Ability to meet Departmental physical standards.

### Section IV – Additional Job Functions

Additional job functions shall include, but are not limited to the following:

- Participates in pre-plan preparation.
- Completes forms and reports to document emergency incidents and other information pertinent to duties and assignments.
- Oversees behavior and conduct of individuals.
- Ensures compliance with Department's rules and Standard Operating Guidelines.
- Perform other duties as assigned.

### Section V – Emergency Response Duties

- On arrival at an incident, either assume command or obtain an assignment from the Incident Commander, coordinate assigned personnel into functional team(s) and whenever possible stay in direct contact with personnel in carrying out assigned tasks.
- Direct personnel to function safely and effectively while performing assigned tasks, give routine progress reports to immediate incident supervisor.

Section VI - Non-Emergency Response Duties

- Assists with administrative and operational aspects of the Fire Department.
- Assists in the development, implementation and administration of Fire Department operating guidelines, rules, and programs.
- Assist the Fire Chief in developing and evaluating the Department's Standard Operating Guidelines.
- Responsible for following the Town of Glastonbury's Bid and Purchasing Policy.
- Recommends annual capital expenditures projects to the Fire Chief.
- Administers capital expenditure projects when appropriate and as approved.
- Responsible for promoting the Fire Department in fulfilling its Mission Statement.
- Responsible for overseeing and maintaining a high level of education and training of personnel in topics commensurate with their duties and responsibilities.
- Manages day-to-day administrative and operations of the Department in the absence of the Fire Chief.
- Supervises Department's officers.
- Provide recommendations to the Fire Chief in enhancements to the Department's training and equipment.
- Oversees operational readiness of Department facilities, equipment and apparatus.
- Promotes and educates the public and other Town departments about fire protection, prevention and safety.
- Ensures regulatory compliance and driving safety protocols are met.
- Chairs ad hoc committees, such as training, safety, information technology, etc.
- Assist in the maintenance of Department inventory through the updating of electronic inventory and maintenance records.
- Attends training and education programs commensurate with the duties and responsibilities to enhance their professional development and department operations.

Section VII – Knowledge, Skills and Abilities

- Knowledge of safe practices, regulations, methods and equipment used in fire suppression, command, and training.
- Knowledge of management principals regarding fire department administration.
- Knowledge of federal, state and local laws, rules, and regulations as they pertain to the fire service.
- Knowledge of training techniques relating to the fire service.
- Ability to use Department's software systems in performance of duties.
- Good oral and written communication skills, both written and electronic with the ability to establish and maintain effective working relationship with Department staff, Town and State officials and the public.
- Ability to analyze data, create plans, and develop budgets.
- Ability to make critical decisions under emergency circumstances.
- Ability to communicate in descriptive detail.
- Ability to prepare technical and administrative reports.
- Ability to accept responsibility.
- Ability to work in harmony with other town officials, agencies and able to accept consensus agreement when appropriate and in the interest of the Department and/or Town.
- Ability to exercise good judgment in evaluating situations and making decisions in day-to-day administrative, operational, and under emergency conditions.

Section VIII – Physical and Mental Effort along with Environmental Conditions

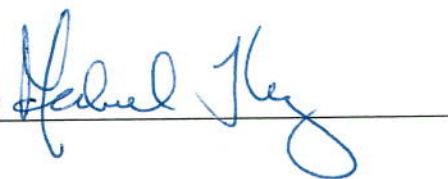
An Assistant Chief will be expected to:

- Complete an annual interior firefighter's physical.
- Ability to lift 50 pounds frequently and 75 pounds occasionally.
- Specific vision abilities required for this job include close vision and the ability to adjust focus.
- Must be able to read and interpret documents and write reports and correspondence.
- Will regularly interact with people about matters that generate conflict and disagreements.
- Must be able to be firm, but flexible and endure stress while maintaining a courteous and positive attitude.
- Must be able to work long hours as needed and attend evening meetings.
- Must be able to respond to and be able to carry out duties at emergency scenes for which the department responds.
- May include climbing stairs and walking outdoors on uneven and sometimes hazardous terrain.
- The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
- Work is performed either inside or outside, in all weather conditions, and in emergency and stressful situations.
- Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- Occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Noise level in the work environment can range from a quiet settings to loud during an emergency incident.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform Essential Duties with or without reasonable accommodation.

Section IX – Approval

Fire Chief



Date of Approval

4-1-22