

Rules and Regulations, SOP 135

ASSISTANT FIRE CHIEF-JOB DESCRIPTION

1. The assistant fire chiefs shall be appointed by the fire chief and approved by the Village Board.
2. The assistant fire chiefs shall be responsible for supporting the fire chief in the day-to-day operations of the fire department.
3. The assistant fire chiefs shall make departmental reports and refer official matters to the fire chief.
4. The assistant fire chiefs shall act in the capacity of fire chief when so instructed or as necessary.
5. Perform other duties as assigned by the fire chief.
6. Assistant fire chiefs shall have at a minimum, the qualifications of an Entry Level 1&2 and have previously served at least five years on the fire department.
7. When going out of jurisdictional area for more than (1) day, contact the fire chief.