

November 9, 2009

<u>Borough of Naugatuck</u> <u>Naugatuck, Connecticut</u>	Job Description
Job Title: Second Assistant Chief Job Code	
Department: Fire Wage/Hour Status: Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/>	
Union Designation IAFF, Local 1219	Grade: Second Asst. Chief
Summary: Assumes responsibility of all firefighting operations in the absence of the Fire Chief and Deputy Chief Reports To: Deputy Fire Chief, Fire Chief Titles Supervised: Captain, Lieutenant, Firefighter, Driver Mechanic, Asst. Mechanic, Deputy Fire Marshal, Fire Inspector, Dispatcher, Fire Secretary and Part-Time Clerical	
Essential Duties & Responsibilities: <ol style="list-style-type: none">1. Performs all essential duties and responsibilities of a firefighter (see job description).2. Assumes responsibility of firefighting operations, emergency scene and overall department operations following established NFD procedures.3. Assists in the day-to-day operations of the Fire Department, including preplanning and hazardous materials coordination (CBA 29.06)4. Coordinates assigned training activities.5. Assists in the budget process on a day-to-day and annual basis.6. Participates in all phases of training necessary to acquire the knowledge and skills required of the position.	
Minimum Qualifications: Education: High School Diploma or GED Experience: At least two (2) years as a Captain and State of Connecticut certified Hazardous Material Technician during the one (1) year probationary period (CBA 24.04c) Licensure: Valid CT drivers license and CDL or 2Q. Valid certification as State of Connecticut Firefighter except for those hired prior to 12/31/1996 (CBA 24.04 – waiver of Firefighter certification) and Hazardous Materials Technician (CBA 29.06)	
Knowledge/Skills/Abilities: Considerable knowledge of fire methods; ability to plan, assign and evaluate work of subordinates; ability to direct staff and equipment in emergency situations involving danger to life and property; ability to establish and maintain effective working relationships with associates, subordinates and the public; ability to react quickly and calmly in an emergency situation. Written, verbal and organizational skills and basic computer skills including but not limited to word processing and accessing information from databases. Must be able to read, write and speak the English language.	
<i>This job description is intended to reflect the major responsibilities and duties of the job, but is not intended to describe the minor duties or other responsibilities related to the position, which may be reasonably required by the Borough for the operation of the fire department.</i>	