

	View Royal Fire Rescue OPERATIONAL GUIDELINES	
Section 5	ADMINISTRATION	
Subsection 5.01	Personnel	O.G. 5.01.03.01
Title	Duties of Assistant Fire Chief	Page 1 of 2

PURPOSE: The View Royal Fire Department has established the rank of Assistant Fire Chief in order to deliver and supervise the department's administrative and operational strategies.

POLICY: The Assistant Fire Chief's duties are as outlined in the procedure section.

PROCEDURE: The Assistant Fire Chief is responsible to the Fire Chief and shall:

1. Normally work day shift with operational support after hours for large scale emergencies.
2. Be responsible for the general supervision of the platoon officers and department operations. The following are typical activities:
 - Payroll authorization
 - Shift exchange and overtime approvals
 - General purchasing (within approved budgets)
 - Directing and supervising suppression members
 - Administering discipline
 - Conducting performance appraisals of members
 - Assisting in operation guideline development
 - Special projects
 - Other duties as assigned
3. In addition to general supervision, the department has established two administrative portfolios (Community and Departmental Services) to support the Fire Chief. These portfolios are designed to complement and not to replace the existing View Royal Fire Department job descriptions. The Fire Chief from time to time may rotate the portfolios of the Assistant Fire Chiefs and assign additional duties.

Community Services Portfolio –

This portfolio will be generally responsible for the services of the department relating to the community through prevention and proactive measures. This portfolio will include the following key areas:

- Company inspection program

- Pre-incident planning
- Technical fire code enforcement and review
- Community planning and developments
- Community events and special permits
- Oil tank inspection program
- Public education program
- Fire investigations

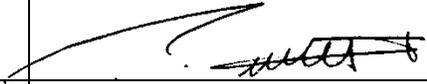
Departmental Services Portfolio –

This portfolio will be generally responsible for the support of its members as they deliver emergency services to the community. This portfolio will include the following key areas:

- Quarterly and annual training scheduling
- Training curriculum and lesson development
- Fire suppression equipment and maintenance
- First responder program
- Technical rescue program
- Fleet services
- New member orientation programs
- Facilitating external and regional courses

REFERENCE:

OG. 5.01.08, Duties of Firefighter Inspector
 OG. 5.01.09, Duties of Firefighter Training Coordinator

Fire Chief:		Replaces O.G.	
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