


SOG# 507-3	Standard Operating Guideline	
	<b>Cumberland Road Fire Department Inc.</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Assistant Fire Chief</div>	Approved By
		<div style="border: 1px solid black; padding: 2px; text-align: center;">Steven Parrish, Fire Chief</div>
		Effective Date      Revised Date
		<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> <span>8-17-2023</span> <span></span> </div>

**General Duties:**

The Assistant Fire Chief shall respond to alarms and commands fire operation and rescue related activities.

Shall serve as Duty Officer as per departmental SOG.

Assist in planning, organizing, directing and overall administrative/operational activities of fire department.

Assist in the development and enforcement of department policies and standard operating procedures; trains, supervises and evaluates the work of subordinates; handles matter of discipline within scope of their authority.

Shall attend weekly meetings and training sessions.

Shall attend scheduled Officers meetings.

Shall attend scheduled Board of Directors meeting.

Shall attend monthly CCFCA meeting.


**Essential Duties, Training:**

Duties will include planning, implementing and monitoring the overall Department training program.

The Assistant Fire Chief of Training is responsible for assessing training needs of the Department staff through effective evaluation and consultation of requests for training; formulates training plans and implements comprehensive in-service training programs and provides new members and employee orientation for department personnel.

Assesses training needs of the Fire Department staff through investigation, consultation and evaluation of requests for training programs; makes recommendations for and assists in implementing training policies.

Responsible for planning, developing, recommending and coordinating a comprehensive in-

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service training program for both volunteer and paid personnel and assists in the preparation of an annual training budget.

Develops, schedules, coordinates and participates in training programs designed to increase members and employee skills and provide orientation to new members and employees.

Coordinates and schedules pre-incident planning. (Minimum of two per month)

Advises and assists personnel serving as assistant trainers in formulating training plans and curriculum development and the application of effective teaching methods.

Observes and evaluates the effectiveness of assistant trainers and analyzes training results; recommends revisions, where appropriate, to increase the effectiveness of the training program.

Develops and prepares or secures training manuals, charts, and other visual aids; uses such tools in training.

Informs members and employees of available training opportunities offered by schools and colleges in areas related to their development on the job.

Shall serve on CCFCA Training committee and attend scheduled meetings.

Maintains records of training programs, activities of members and employees' participation and attendance.


NC Fire Instructor II certified preferred.

**Essential Duties, Fire Life Safety Education:**

Organizing, planning, and participating in events to accomplish the goal of educating the public about fire and life safety

Prepare presentations to groups of children and/or adults regarding the risks of fires, and other hazards, as well as informing them of the best ways to minimize the risks of such events.

Arrange door to door events about the benefits of smoke detectors, distributing smoke detectors, and/or checking the functionality of existing smoke detectors.

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Participate in training related to fire and life safety education.

Utilizing a home safety checklist to perform home safety checks.

Assist in the development of Public Education teaching material.

NC FLSE level III certified preferred.

Other duties as assigned or required.