

**Class Title:** Police & Fire Assistant Chief

**Position Summary:**

Develop and schedule department training with an emphasis on fire. Serves as the department equipment supply officer. Supervises Dispatch, may fill in as Shift Supervisor and provide shift coverage as needed. Sits on the interview panel for new hires and promotions. May assume duties of Chief in the absence of the Chief. This position is classified as a Fair Labor Standards Act (FLSA) exempt position.

**Essential Job Functions:**

- Assists in development of Fire Department General Orders.
- Conducts evaluations on Lieutenants and Dispatchers.
- Participates in background investigations and internal investigations.
- Assists Chief to obtain grant funding to improve equipment.
- Monitors day-to-day condition status on fire equipment.
- Serves as Fire Department liaison with outside agencies.
- Represents Department at Shawnee County Fire Fighters Training Commission meetings.

**Required Qualifications:**

- Minimum of five years of law enforcement and/or firefighting experience with progressively increasing responsibilities.
- Completion, or ability to complete, NIMS 100, 200, 400, 700.
- Thorough knowledge of location, identity, and interior layout of all facilities owned/leased by MTAA.
- Thorough knowledge of Kansas statutes pertaining to law enforcement functions of the Police/Fire Department, FAA Regulations and TSA Regulations.
- Possess and maintain Kansas certification as a law enforcement officer.
- Thorough knowledge of law enforcement techniques, structural fire techniques, and ARFF techniques.
- Effective communications skills.
- Considerable knowledge of Airport Operations.

**Desirable Qualifications:**

- College degree.
- Considerable experience involving meeting and dealing with people under varying circumstances.
- Ability to work under stressful conditions and analyze situations.
- Ability to prepare and present concise oral and written reports.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload. Requires standing, walking and heavy lifting. Handle tools or controls. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Exposure to sounds and noise levels that may be distracting or uncomfortable. Working in very hot or very cold temperatures. Working in cramped work spaces and getting into awkward positions. Requires working with others in a group or team, responsibility for the health and safety of others, wearing common protective or safety equipment, job tasks are performed in close physical proximity to other people. **Individuals must be able to pass a Triple I (III) and/or CHRC Fingerprint background check.**