

## **Deputy Fire Chief - 4480**

### **Primary Reason Why Classification Exists**

To perform administrative and supervisory operations work directing fire service personnel in the city's fire department.

### **Distinguishing Features of the Class**

An employee in this class serves as the operations and administrative manager of the fire department; an additional role is to assume command of the department in the absence of the Fire Chief. Emphasis of the work is on supervising daily operations of the department and ensuring fire stations and personnel are equipped and trained to provide fire service without disruption to readiness. An additional function is serving as the department's safety officer charged with protecting the safety and welfare of all personnel in the discharge of their duties by ensuring personnel have required equipment and materials for their protection as well as ensuring current compliance with OSHA regulations and MSDA requirements. This position exercises significant independence of action and judgment commensurate with the position as the highest ranking suppression officer during evening and night hours. Work is performed under the general supervision of the Fire Chief and is evaluated on the basis of attainment of individual performance objectives, review of reports, and quality and effectiveness of fire efforts and related duties.

### **Illustrative Examples of Work**

- Supervises training, fire prevention, vehicle maintenance, and fire suppression functions; evaluates employees and makes recommendations for rewards, promotions, or discipline
- Determines manpower allocations to meet mission objectives
- Researches and plans improvements for operations of the department; ensures departmental preparedness of civil defense, emergency disasters, and other emergency responses
- Updates and maintains rules and regulations regarding department policies and procedures
- Studies and applies OSHA standards for firefighters and standards for hazardous materials handling; maintains safe working conditions on fire ground and around stations
- Interviews potential employees and makes recommendations for employment; prepares performance reports on employees and makes recommendations for promotions and discipline
- Represents the department on various advisory boards within the community and with local, regional, and state emergency management agencies
- Purchases uniforms, materials, and firefighting equipment and operational supplies for fire stations and training center
- Serves in the capacity of fire chief as required
- Performs related work as required

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of city geography, street locations, and hydrant locations
- Thorough knowledge of current firefighting practices and procedures including firefighting hazards and related safety precautions
- Knowledge of personnel management practices to elicit full performance of staff supervised
- Knowledge of effective communication techniques when interacting with public officials, other employees, and the public

- Knowledge of the purpose, functions, and maintenance requirements of various firefighting tools and equipment including vehicle operations
- Knowledge of current fire safety and prevention regulations; knowledge of fire inspection and investigation methods and procedures as defined by the state fire code
- Ability to take command of an emergency situation, determine the method of suppression, and supervise personnel performing suppression activities, ensuring proper procedures and safety; ability to supervise personnel at different locations throughout the city
- Ability to establish effective working relationships with members of fire department, public officials, and the general public
- Ability to conduct fire prevention and fire safety training to all age groups, including school age children through senior adults
- Ability to represent the city fire department in a positive manner at various meetings with local or state officials and agencies
- Skill in operating apparatus such as trucks, pumps, levers, hoses, radios, and other equipment
- Skill in operating firefighting tools and equipment such as pry bar, axe, hose, nozzles, air packs, fans, shovels, rakes, sledge hammers, jaws of life, defibrillator, engine trucks, and other

### **Physical Requirements**

Although the work of the Deputy Fire Chief is generally administrative in nature, significant physical effort may be required when performing fire related activities such as operating a fire vehicle, fighting fires, investigating fire scenes, and training. Employee has to be able to walk, run, climb, crawl, stoop, and carry heavy equipment in turnout gear while performing fire work. Employee also has to talk and hear normally to communicate with the public and participate in radio communications. Employee must have the visual acuity to operate equipment and to read and write handwritten and typewritten materials.

### **Working Conditions**

The role of the Deputy Fire Chief is primarily administrative and management in nature and the normal working conditions are in an environmentally controlled office or building. When responding to and fighting fires the employee is subject to the same conditions as other fire suppression personnel including extremes in weather (both above 100 deg F and below 32 deg F) for extended periods of times, driving emergency situations, and working with deceased persons and/or citizens who are injured. Work hazards can also include exposure to fire and smoke, potentially infectious materials and fluids including blood borne pathogens, vehicular accidents, and stress inherent in fire service work.

### **Education and Experience**

Graduation from an accredited college or university with an Associate's degree in fire science technology or related field and 7 - 10 years firefighting and supervisory experience at or above the level of a Fire Captain.

### **Special Requirements**

- Valid NC Non-Commercial driver's license (Class B)
- NC Firefighter certification; EMT-Basic

- Additional certifications in the fire service field may be defined at the time of employment

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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