



JOB DESCRIPTION

Title: **DEPUTY FIRE CHIEF**
Department: Fire
Class Code: 1455
FLSA Status: Exempt
Effective Date: July 1, 1982 (Rev. 04/2016)

GENERAL PURPOSE

Under broad supervision of the Chief, the Deputy Chief provides planning to a city-wide program of emergency management on an executive and technical level, oversees all facets of emergency services delivery, coordinates assigned activities with other departments and outside agencies, supervises fire department administrative functions to include but not limited to setting department goals, policies, training, staffing, maintenance, and budgetary items.

ESSENTIAL DUTIES

- Supervises, trains, evaluates, and disciplines battalion chiefs and clerical staff; assists in hiring, training, evaluating and disciplining fire department personnel.
- Serves as the Chief in the absence of the Chief; serves as Fire Ground Commander at structural fires or other emergency scenes at request of Battalion Chief or at own discretion until relieved by the Fire Chief; attends, if possible all off-duty fires.
- Operates as the Emergency Manager for the City. Plans, organizes and directs the City's response in disasters and emergencies; assists in planning, formulating, updating, and maintaining of various emergency management documents including the Emergency Operations Plan and the Mitigation Plan. In charge of maintaining the readiness and operability of the Emergency Operations Center.
- Reviews reports submitted by other officers for completeness and accuracy; holds overall responsibility for inventory and maintenance of all fire apparatus and equipment, maintains responsibility for records on all apparatus and equipment.
- Writes and enforces departmental rules, regulations, and policies; assists in budget preparation and management; reviews specifications and justifications for purchases and reviews all requests for purchases.
- Meets with other staff officers to develop goals, objectives, and plans to meet the mission of the department.
- Maintains continual information flow to the Fire Chief, insuring the reliability of all information.
- Oversees fire department operations relating to emergency services delivery, training of personnel, and maintenance of facilities.
- Performs other related duties as required by the Fire Chief.

MINIMUM QUALIFICATIONS

Education and Experience

- May be appointed by the appointing power subject to the approval of the Mayor, with advice and consent of the Municipal Council.
- Graduation from college or university with a bachelor's degree in fire science or a related field and seven (7) years experience as a Firefighter, including two of those years in supervisory experience, plus at least one (1) year as a Battalion Chief OR any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver License.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge of the goals and objectives of the City fire control program; extensive knowledge of effective techniques and methods of fire suppression and control; extensive knowledge of effective operation of departmental policies and procedures.
- Skill in methods and techniques of firefighting; ability to create effective working relationships with employees; ability to communicate effectively both verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer; phone; fax and copy machine; vehicle; pager; personal protective gear.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; use hands t finger; handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____