

# McCALL FIRE PROTECTION DISTRICT

## DEPUTY FIRE CHIEF - JOB DESCRIPTION

**Job Title:** Deputy Fire Chief

Date: August 14, 2019

**Reports to:** Fire Chief

Date Revised: August 14, 2019

**Classification:** Non-Union/FLSA Exempt

**Salary:** \$85,000-95,00/yr. Negotiated.

**Start Date:** No later than Jan. 1<sup>st</sup>, 2020

**Job Summary:** This position is responsible for managing and directing the Operations Division of the Fire District. This includes direct supervision of assigned Shifts, Divisions, and associated personnel. In the absence of the Fire Chief, assumes responsibilities of the Fire Chief when designated. Fosters cooperative working relationships with citizen groups, and other agencies on fire and EMS matters. All work is performed under the supervision and guidance of the Fire Chief.

### **Essential Duties & Responsibilities:**

- Manages and supervises future Operational Divisions of the Fire District to include Division Chiefs, Shift Captains, Training, and Logistics;
- Manages the selection of assigned staff and provides for their training and professional development;
- In the absence of the Fire Chief and when designated, this person shall assume all responsibilities of the Fire Chief;
- Develops and manages assigned areas of the budget;
- Leads and/or directs internal investigations, conducts pre-disciplinary hearings if needed, and when appropriate makes recommendations for corrective action;
- Develops, manages, and implements policies, SOG's, and directives to meet the operational needs of the District;
- Responsible for the maintenance and security of personnel records and files; prepares reports, correspondence and other written materials;
- Coordinates special projects, programs and services with the Executive Management Team and other agencies, internal departments, committees and employee representatives; and coordinates, prepares and oversees the development and issuance of special reports, plans and studies;
- Coordinates and manages Special Events within the District;
- Approves or modifies District Training Plan;
- Participates as a member of the Executive Management Team in establishing strategic goals, service level priorities, department policies, and organization development plans;
- Plans, organizes, administers, reviews and evaluates the activities of subordinate staff;
- Advises the Fire Chief and others on fire service issues and programs;
- Assists in responding to major fire alarms and other emergencies and may direct fire suppression activities at the site;
- Assists in the coordination of major fire investigations;

- Assists the Fire Chief in recommendations for long-range plans for the District's fire service programs;
- Attends meetings and training sessions to keep abreast of the latest developments in fire fighting methods and administration;
- Develops specific proposals for action on current and future Fire District needs;
- Represents the fire department and works closely with citizen groups and public and private officials to provide technical assistance, directly or through subordinate staff;
- Professionally representing the District at a variety of external meetings, functions and events. Participating as a contributing member in various local, state and regional groups with the operational issues facing the District. May represent the District by active participation and membership in civic and community organizations.
- Interprets District policies and procedures to subordinates; ensures effective morale, productivity and discipline of assigned staff;
- Responsible for staff scheduling and maintain a standard of cover;
- Directs the maintenance of and maintains accurate records and files; prepares a variety of reports, correspondence and other written materials;
- Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations;
- Attends meetings outside of normal working hours;
- Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness. May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises;
- Serves as a District Duty Officer on a rotational basis.
- Performs other duties as assigned.

### **Job Specifications:**

- Preferred College graduate from an accredited college or university with a bachelor's degree in Fire Administration, Fire Science, Public Administration, or a closely related field, plus five (5) years of experience in the fire service at a company officer level or higher preferred;
- Other combinations of education and experience which provides the required knowledge, skills and abilities necessary to perform the job, may be substituted at the discretion of the Fire Chief;
- Ability to function in a command or general staff position within the ICS structure;
- Must reside/ relocate within the District or other location approved by the Board of Fire Commissioners and Fire Chief.
- Must pass the District's physical and medical requirements and maintain active annual participation in the District's annual physical program in accordance with NFPA 1582.

### **Knowledge of:**

- Servant leadership, personal and professional development.

- Modern principles and practices of municipal fire suppression and emergency medical response;
- Modern administrative principles and practices including goal setting, program development, implementation and evaluation, and the management of employees;
- Principles and practice of budget development and administration;
- Assist in preparation and development of Fire District budget;
- NFIRS and EMS reporting requirements from local, State, and Federal agencies;
- Federal Fire programs;
- Automatic and Mutual Aid components and agreements;
- Microsoft Office applications and common fire service databases, with the ability to learn other data base applications used by the District;

**Ability To:**

- Interpret, apply and explain applicable laws, codes and regulations;
- Prepare clear and concise reports, correspondence and other written materials;
- Maintain accurate records and files;
- Use initiative and independent judgment within general policy guidelines;
- Manage a large-scale multi-agency emergency response effort and/or team;
- Conduct media interviews;
- Manage a budget;
- Develops and implements systems that allow command officers to maintain constant situational awareness regarding the needs of the community, and the status and capability of the emergency services system.
- Maintain and enhance a strong Labor-Management relationship;
- Promote the department's Mission and Core Values through collaboration and relationship building;
- Work collaboratively with other Fire and EMS agencies to consolidate services, where feasible, to create better efficiencies and effectiveness and reduce cost;

**Interpersonal Skills:**

- Ability to provide excellent customer service in accordance with District's Mission and Core Values;
- Ability to work in a team environment as a model team player;
- Integrity, in the performance of assigned tasks;
- Must display an attitude of cooperation and the ability to work well with others;
- Shows respect to fellow employees and customers;
- Highly motivated, relationship building leader;

**Tools & Equipment Used:**

- Uses standard office equipment, including a computer, in the course of the work;

- Operates an emergency vehicle;
- Use of code books and other reference material as appropriate;
- Use of tools and other equipment in the performance of fire and emergency services;
- Standard firefighting personal protective equipment, including SCBA;

**Work Environment & Physical Demands:**

- Work is performed frequently in an office environment with moderate noise level. The employee in this class is frequently subject to inside and outside environmental conditions;
- Work shifts as scheduled by the department;
- Constantly requires driving a motor vehicle in order to attend meetings and reach sites;
- Constantly requires clear vision to read printed materials and hearing and speech to communicate in person, over the telephone or through a two-way radio system;
- Constantly requires repetitive movement of the wrists, hands and /or fingers;
- Constantly requires strength and stamina to respond, act, and oversee emergency situations;
- Constantly requires mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks;

**Licensing and Certificates:**

- Possess, or be able to obtain by time of hire, a valid Idaho Class D driver's license;
- Possession and maintenance of a State of Idaho Emergency Medical Technician 2011 or higher, and annual CPR certification.
- Within 1 Year of hire must be able to possess and maintain Blue Card Certification

**Travel Requirements:**

- Travels by vehicle to classes and seminars;
- Drives a District motor vehicle to fire and incident sites;
- May be required to travel by air or rail to required training;

**Disclaimer**

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or

skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**To comply with the Americans Disability Act (ADA), the District may make reasonable accommodations for qualified individuals with disabilities to enable them to perform the essential job functions.**

**This is an accurate description of the essential functions of my position.**

Employee \_\_\_\_\_ Date \_\_\_\_\_

**Approvals:**

District Fire Chief \_\_\_\_\_ Date \_\_\_\_\_