

# DEPUTY FIRE CHIEF

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Position Code: 2700

WC Code: 7710

FLSA Status: Exempt

Pay Grade: 360

Location: Fire

Approval Date: 2017

## General Statement of Duties

Performs responsible fire administration, suppression and public safety activities including fire ground command and operations of the fire department. Serves in the absence of the Fire Chief.

## Distinguishing Features of the Class

An employee in this class participates with the Fire Chief in the administration of the daily operations of the department. Other activities include assisting in the hiring process and personnel decisions of the Fire Department. Work requires that the employee stay abreast of state-of-the-art fire suppression procedures, techniques, and equipment. An ability make decision under pressure is required in all aspects of work, particularly in fire ground command. The employee is subject to the hazards associated with firefighting and rescue work including working in inside and outside environment, in extreme hot and cold temperatures, loud noise, vibration, moving parts, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. The employee is also subject to the final OSHA standards on bloodborne pathogens. Work is performed under the general supervision of the Fire Chief and is evaluated through observation, conferences, and written reports concerning the quality and effectiveness of work completed.

## Duties and Responsibilities

Plans, organizes, and supervises the daily activities of the Fire Department.

Assists with interviewing of applicants and recommends applicants to be hired.

Conducts performance evaluations on Battalion Chiefs; reviews all performance evaluations.

Researches, recommends updates, and implements new departmental guidelines and procedures.

Inspects stations and equipment for proper appearance and condition.

Prepares a variety of fire reports and logs.

Performs fire ground command and other emergency incident response and supervision.

Assist with budget preparation and procurement of items.

Serves in the absence of the Chief.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

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

Thorough knowledge of modern fire prevention and suppression principles, practices, methods, and equipment.

Thorough knowledge of departmental rules and regulations.

Thorough knowledge of Town streets and layout.

Working knowledge of hazardous materials recognition and approach.

Considerable knowledge of department computer systems, software applications, and skill in their use.

Considerable knowledge of supervisory principles and practices, purchasing and personnel procedures of the town.

Ability to operate all department fire apparatus.

Ability to communicate clearly in oral and written form and to make effective public presentations.

Ability to establish and maintain effective working relationships with employees, volunteers, and members of the public.

Ability to present motivational, informative and effective training programs.

### **Physical Requirements**

Must be able to physically perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity to size up the color, volume, and extent of fire involvement at fire scenes, to operate heavy fire apparatus in emergency situations, and to operate a computer terminal, perform reading and manipulate figures, and prepare records and reports.

### **Minimum Education and Experience**

Graduation from a community college in fire science or related field, advance courses in fire administration, and eight to ten years of supervisory experience in the fire service; or an equivalent combination of experience and education.

### **Special Requirements**

Possession of a valid class B North Carolina driver's license.

Possession or ability to obtain North Carolina certification as Live Burn Instructor within one year of appointment.

Possession of North Carolina Firefighter Instructor II certification.

Possession of North Carolina Emergency Medical Technician or higher

Possession of Fire Officer Level III Certification

Possession of Haz-Mat Technician Certification

Possession of Fire Inspector level I Certification

Possession of NIMS 100, 200, 300, 400, 700, 800 Certifications

Possession of an Emergency Vehicle Driver certification

Possession of a North Carolina General Instructor certification

Possession of a Fire Instructor Level II Certification

The employee is encouraged to participate in a professional development program that may include any of the following:

- University of North Carolina School of Government courses including budgeting and financial planning and/or municipal administration.
  
- North Carolina Association of Fire Chief's Executive Development Program

- National Fire Academy Information and Planning Curriculum
- National Fire Academy Executive Fire Officer Program
- University of North Carolina School of Public Health, Community Preparedness and Disaster Management Certificate
- North Carolina State University, Construction Project Management