

DEPUTY FIRE CHIEF

CODES/PAY RANGE

Class Code: 3937 EEO Code: A FLSA: E Pay Range: E

MAJOR FUNCTION

Highly responsible administrative and technical work overseeing the management and daily operation of branches or activities of the Fire Services Group.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical extension of the position.)

May assume command of the Fire Services Group in the absence of the Fire Services Director, and perform duties and responsibilities assigned to that position.

Plans, organizes and directs specific fire and rescue operations with respect to equipment, apparatus, and personnel. Provides for suitable training and discipline. Coordinates fire services matters with various team leaders. Develops long range fire protection and suppression programs.

Assists in preparation of Fire Services annual budget. Administers budget in accordance with established policies and procedures. Prepares long range capital budget. Directs the preparation and analysis of records and reports to secure efficient operations and to meet fire services demands.

Directs the operations and maintenance of apparatus and equipment. May assume command and direct operations of a fire scene or other emergency situation from a subordinate officer

Assists in development, implementation, and periodic review of a division-wide safety program.

Ensures that all subordinate personnel comply with: Federal, State and local regulations; terms of collective bargaining agreements; and all Division standards.

Makes recommendations and provides input on proposals to be submitted for inclusion in the collective bargaining process. May participate in the collective bargaining process as management representative.

Assists in the selection process of new employees. May make recommendations to reprimand, suspend, demote, promote and transfer division personnel. Assists in division in-service training.

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Prepares reports of inspections, investigations, and other work performed. Designs plans for prevention and suppression of fires, performance of rescue services, and delivery of emergency medical services.

Assists in the coordination, implementation, and periodic review of a county-wide communications network for use in mutual aid and disaster situations involving emergency services.

Maintains accurate files of all general and special orders, forms, notices issued to or by Fire Services.

May assist in the writing of specifications for specialized equipment and arranges for the follow through of all procurement, storage, and record keeping.

Attends fire conferences, training and other educational meetings to keep abreast of modern firefighting methods and administration.

Addresses civic and other groups regarding the activities and programs of the fire service to promote public understanding of its work.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles of Fire and Emergency Services administration and budgeting. Knowledge of the principles and practices of modern firefighting and emergency medical services (EMS). Knowledge of the geography of the County including location of streets, water mains, fire hydrants, and fire hazards. Knowledge of current developments in EMS/Rescue, firefighting and fire prevention. Knowledge of current firefighter training techniques. Knowledge of emergency management principles and programs.

Knowledge of emergency medical services delivery systems and emergency management programs. Knowledge of the use and care of modern firefighting equipment and apparatus. Knowledge of the contents of the County's Merit Rules & Regulations and collective bargaining agreement(s), and the ability to ensure fair and equitable compliance with the terms of these documents.

Ability to express oneself clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with employees, associates, officials, and the general public. Ability to plan, evaluate, assign and coordinate activities performed by Fire Services units.

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Ability to understand the County's budget process, fund structures, and budget development process. Ability to prepare budget submittals.

Depending on position of assignment may require extensive knowledge of hazardous waste materials operations; fire apparatus and small equipment maintenance operations; special operations (i.e. high angle, confined space, fire police, etc.); or computer systems/communications operations.

MINIMUM QUALIFICATIONS

Bachelor's degree in Fire Science, Business Administration, Public Administration, or related field, and three (3) years *paid* fire experience at the Fire Captain level or higher. Comparable fire related experience may be substituted for the bachelor's degree.

Must possess and maintain:

Florida Firefighting Certificate of Compliance within six (6) months of appointment

Florida EMT license within one (1) year of appointment

Florida Commercial Driver's License, Class D with E exemption within three (3) months of appointment

Fire Officer I certification within two (2) years of appointment

Schedule for attainment of required education and certifications depends on appointee's current certifications.

Additional certification may be required depending on position to which assigned:

Fire Safety Inspector Certificate of Compliance

ADA REQUIREMENTS

Physical Demands: Heavy to Very Heavy work. Ability to see (color, depth perception), hear, speak, smell. Ability to lift and carry (100 lb+), pull, push, climb, carry, stand, crouch, balance, handle, grasp, finger dexterity, walk, crawl, kneel, reach.

Mental Demands: Ability to read and comprehend professional manuals, journals and periodicals; safety rules and instructions; applicable codes and ordinances. Ability to perform general mathematical functions including basic math, geometry, and shop math. Ability to write business letters, summaries and reports. Ability to clearly explain ideas and discuss ideas. Ability to speak clearly to layman on theory, principles and methods of discipline.

Environmental Demands: Both inside and outside work. Exposure to hazardous situations; extremes in temperature (hot and cold); changes in temperature; contact with water; humidity; noise or vibration; fumes (may be toxic in nature); odors; dust; poor ventilation.

Revised 6/97

Replaces 10/95