



Job Description

Deputy Fire Chief

Pay Grade: G13

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum ten (10) years of experience in a related field.

Minimum Education Requirements: Requires an Associate degree in fire science, public administration or related field.

Department: Fire Services.

Direct Supervisor: Fire Chief.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting.

Certification: Valid Florida Driver's license.

Job Summary: The Deputy Fire Chief serves as the second-in-command of the fire department. This position primarily supervises the Operations Division but is responsible for performing a mix of administrative, professional, and technical duties in support of all fire department functions. Work is performed under the general direction of the Fire Chief.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Always performs assigned duties in a manner consistent with the City's Core Values: Integrity, Accountability, Teamwork, Customer Service, and Continual Improvement.
- Assumes the responsibilities of the Fire Chief when assigned and may represent the department at meetings with City staff or external agencies.
- Collaborates with the Fire Chief in developing the department's strategic goals and objectives and preparing the annual budget.
- Serves as the direct supervisor for the department's Battalion Chiefs and makes recommendations to the Fire Chief regarding major personnel actions for all department personnel.
- Responds to emergency incidents and operates as the Incident Commander or where most effective.
- During major disasters, may serve as part of the City's Emergency Operations Center staff.
- Is on call for after-hours response to major incidents and may provide backfill for the on-duty Battalion Chief.
- Stays current on new technology, methods and regulations for firefighting, hazardous materials, emergency medical, and rescue operations; attends meetings, conferences and continuing education classes as required and/or appropriate.
- Conducts firefighter training across a wide range of subjects, evaluates program and personnel performance and develops intervention strategies where indicated.
- Ensures the annual inspection and testing of applicable fire equipment is conducted and certifies accurate records are maintained, coordinates all fire apparatus repairs and maintenance.
- Collaborates with Battalion Chiefs and the Administrative Coordinator to secure needed fire department tools, equipment, gear, and obtain needed repairs.



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- Serves as the department's Safety Officer, ensuring compliance with all applicable federal, state, and industry laws, rules, and standards and serves as the department's lead investigator for incidents involving serious firefighter injuries or significant department property loss.
- Coordinates annual physical fitness review and medical physical examinations for all department members.
- Generates memorandums and creates, implements, and reviews operational directives, rules, policies, and standard operating guidelines to ensure safe and effective operations and to keep the department in compliance with all applicable laws, rules, and industry standards.
- Researches, develops, submits, and manages various federal, state, and local grants.
- Performs other duties as assigned by the Fire Chief.

Qualifications

Education and Experience:

Requires an Associate degree in fire science, public administration or related field (Bachelor degree preferred) supplemented by over ten (10) years of progressive experience and training in fire service programs and management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Special Qualifications:

- Florida Firefighter II Certification.
- Florida EMT Certification, Paramedic preferred (or ability to obtain in 6 months)
- NIMS 100, 200, 300, 400, 700, 800
- Valid Florida Driver License

Knowledge, Skills, and Abilities:

- Has thorough knowledge of the methods, procedures, and policies of the fire department as they pertain to the performance of duties of the Deputy Chief.
- Understands the role of the position in relation to entire City operations and has considerable knowledge of the functions and interrelationships of the City and other governmental agencies.
- Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Has knowledge in the areas of fire science, emergency medical technology, mechanics, electrical, fire codes and ordinances, etc.
- Knows how to determine and ensure safety on emergency scenes.
- Has the ability to use independent judgment and discretion in critical situations such as response to fires, medical emergencies, and other natural and man-made emergency/disaster situations.
- Knows how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner and has knowledge of applicable occupational hazards and safety precautions.
- Is able to make sound, educated decisions based on limited information.



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- Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future City needs, and resolving problems.
- Has the ability to plan and develop daily, short- and long-term goals related to fire department and City purposes.
- Has the ability to plan and coordinate the most effective use of personnel, facilities, and resources to achieve department goals.
- Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision.
- Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing, and supervising various programs and related activities.
- Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations and is able to perform employee evaluations and to make recommendations based on results.
- Is able to ensure proper training for employees, including explanations and written instructions in order to ensure standards, regulations, and expected performance are understood and achieved.
- Is able to take the initiative to complete the duties of the position without the need of direct supervision and has the ability to plan, organize and prioritize daily assignments and work activities
- Has the ability to learn and utilize new skills and information to improve job performance and efficiency.
- Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.
- Has comprehensive knowledge of the terminology and various professional terms and definitions used within the fire service.
- Is able to communicate in a firm and tactful manner with various agencies, members of the public, and City departments and is persuasive in such communication.
- Has the mathematical ability to handle required calculations and is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget.
- Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing.

Physical Demands

The work is heavy work which requires exerting up 100 pounds of force occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.



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- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Work Environment

- Work is performed both indoors in an office environment and outdoors in various weather conditions.



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- Regularly assumes risks inherent in the fire service during training and emergency response.
- Encounters stressful situations
- Work may occur at heights

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date