

# **PONDEROSA FIRE DEPARTMENT**

## **JOB DESCRIPTION**

### **DEPUTY FIRE CHIEF**

**Effective Date: April 27, 2011**

#### **POSITION OVERVIEW:**

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The fundamental reason this classification exists is to manage a division of the Fire Department. This position is responsible for managing one or more sections of the department. Deputy Chiefs report directly to the Assistant Fire Chief. The Deputy Fire Chief supervises Captains within the Fire Department. Persons assigned to this position have latitude for decision-making and independent action for planning, intervention strategies, and action plans for programs within the Fire Department. Work in this position requires managerial knowledge, effective teamwork, and independent decision-making.

#### **GENERAL FUNCTIONS:**

- Manages a major Fire Department division
- Assist with development and management of the department budget
- Evaluates performance and develops intervention strategies where appropriate
- Develops department goals and objectives with the Fire Chief, as a member of the Command Staff in the third position of the organizational hierarchy.
- Manages and coordinates the Operations Division
- Assumes responsibilities of the Assistant Fire Chief and the Fire Chief when designated
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Communicates activities with the Command Staff and respective station members
- Operates department Local Area Network (L.A.N.); and other technology based tools and equipment
- Ensure respective station members are in accordance with the night time staffing guideline via the chain of command
- Assures periodic station inspections and reports needed repairs
- Assures periodic apparatus inspections and reports needed repairs

## **TRAINING RESPONSIBILITIES:**

- Instructs and drills members in firefighting and emergency medical service techniques to ensure minimum company standards are maintained
- Ensure personnel are familiar and proficient with the Fire Department's guidelines and operations
- Attends in-service classes in firefighting, emergency medical services, and related duties
- Maintains and improves certification and education levels as necessary and appropriate

## **INCIDENT RESPONSIBILITIES:**

- Responds to fire / medical incidents and other related emergency requests as necessary
- Directs and coordinates emergency scene activities unless and until relieved of command by higher ranking Officer.
- Supervises search and rescue operations.
- Coordinates the laying of hose lines and the placement of ladders; directs pressure and use of water streams, and directs ventilation procedures, salvage operations, and overhaul activities.
- Administers emergency medical services to injured persons, including basic and advanced techniques to minimize injury.
- Assures fire apparatus and equipment is in a state of readiness.
- Assures reports of all fires, related emergency activities, reports concerning the use of and condition of apparatus, related equipment, and supplies.

## Required Knowledge, Skills, and Abilities:

### Knowledge of:

- Firefighting principles, practices, and procedures
- Emergency medical service techniques
- The geographical layout of the fire department district street names, numbers and hydrant locations
- The operation and maintenance of various types of apparatus and equipment used by the fire department
- Public management and budgeting
- Laws, department rules, and policies relating to the management of all service delivery and support programs
- The organizational philosophy and policies that direct all managers and executives.
- Executive management skills

### Ability to:

- Maintain managerial control under extremely stressful conditions
- Work cooperatively with superiors, subordinates, and peers
- Continue to learn new management methods to improve effectiveness and efficiency
- Develop plans and programs for more effective and efficient fire protection and public safety

- Exercise a high degree of self-discipline
- Perform a broad range of supervisory responsibilities over others
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Work safely without presenting a direct threat to self or others
- Perform a broad range of supervisory responsibilities over others
- Enter data or information into a terminal, PC, or other devices
- Train and instruct employees in modern firefighting principles, practices, and procedures.
- Work cooperatively with other company employees and the public
- Observe or monitor people's behavior to determine compliance with prescribed operating or safety standards, or to assess patient condition
- Communicate orally with customers, clients, or the public in face-to-face one-on-one settings, or using a telephone
- Understand and follow oral and written instructions in the English language
- Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions
- Make life and death decisions during emergency situations
- Comprehend and make inferences from written material in the English language
- Work in a variety of weather conditions with exposure to the outdoor elements
- Learn job related material through structured lecture and reading and through oral instruction and observation.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Observe or monitor objects to determine compliance with prescribed operating or safety standards
- Use Self-Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases
- Work safely without presenting a direct threat to self or others

Additional Requirements:

- Remain in acceptable physical condition to actively participate in emergency responses
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.
- Some positions require the use of personal or department vehicles on department business.
- Individuals must be physically capable of operating the vehicles safely, possess a valid Class B Driver's license, and have an acceptable driving record
- SFFMA Basic and Instructor Level 1 / NFPA Instructor 1, or TCFP Basic firefighter / Instructor 1
- A minimum of 3 years in good standing with the PFD immediately preceding each respective appointment