



## JOB DESCRIPTION

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**JOB TITLE:** Deputy Fire Chief

**JOB CODE:** 5080

**DEPARTMENT:** East Fork Fire & Paramedic Districts

**FLSA STATUS:** Exempt

**REPORTS TO:** Fire Chief

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### **SUMMARY OF JOB PURPOSE**

Manages the daily operation of a district division in one of three areas to include planning, organizing, and directing administrative and business related functions for assigned division; directing, planning, and organizing the delivery of emergency pre-hospital mobile medical care and transportation, fire prevention and suppression, and public education to the residents and visitors of the East Fork Fire & Paramedic Districts; serving as Incident Commander and subject to Districts' "Duty Chief" rotation.

### **ESSENTIAL FUNCTIONS (All Areas)**

1. Responds to large, complex, or multiple emergency incidents fulfilling incident management roles; coordinates efforts with officers, firefighters, apparatus and equipment personnel from other agencies for both on and off district operations; fulfills duty coverage on a rotating basis one week out of four (24/7); provides coverage for other Duty Chiefs when needed.
2. Formulates response strategies in accordance with predetermined standards; determines the nature of the incident and facilitates the plan of action; assigns staff to specific tasks and special projects based upon conditions and skill level required; monitors work in progress; coordinates activities of staff to ensure effective coverage and prompt response; makes staffing substitutions; schedules shift activities to meet service demands.
3. Participates in budget development and administration; estimates budget needs for division; completes budget requests and other strategic management reports and/or documents; recommends capital equipment purchases; writes justifications for funding requests; monitors expenditures; prepares and present information in written and oral form to the Fire Chief; may prepare and write grants.
4. Develops, evaluates, and implements goals, objectives, policies, and procedures for the assigned division; directs the establishment of standard operating procedures for all work-related activity including OSHA requirements and quality performance standards.
5. Manages District personnel; participates in the interview and hiring process and provides orientation for new employees; informs subordinates of all bulletins, notices, and/or other pertinent information from previous shifts; coordinates service delivery and ensures cooperative working relations between emergency responders and volunteer fire departments.
6. Listens and responds to employee problems, concerns, and complaints; updates superiors on issues and suggests solutions that may rectify the situation; prepares performance evaluations; discusses performance with assigned staff; counsels employees concerning performance improvements; develops, evaluates, and implements policies and procedures to meet the goals and objectives of the department.

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#### **ADDITIONAL ESSENTIAL FUNCTIONS (Training, Operations, & Safety)**

1. Observes staff behavior onsite and throughout duration of incidents to evaluate level of performance; recommends individual and group training needs; reviews reports prepared by staff to ensure completeness and consistency with policies and procedures; develops guidelines, procedures, and curriculum, as appropriate.
2. Coordinates training efforts with Training Captains who carry out direct training, develop lesson plans, and coordinate contract instructors; ensures all necessary and required fire training and testing for subordinates, as well as volunteer emergency medical responders. Required training will include, but is not limited to certification, re-certification, and/or licensing, such as CPR, EMT, EMT-II, EMT-D, FFI, FFII, etc.
3. Maintains a high-level of interaction with Communications and Emergency Management to develop guidelines and maintain quality of dispatching; obtain, coordinate, and/or schedule installation of communications hardware and software that meet all applicable standards and needs of the district and other cooperators.

#### **ADDITIONAL ESSENTIAL FUNCTIONS (Fire Marshal)**

1. Maintains a high level of communication and strong working relationships with cooperating agencies, County Building and Planning divisions, business and development communities, and other County, State, and Federal agencies; oversees the fire and life safety field inspections of new and existing commercial businesses; reviews building construction plans for fire and life safety requirements and general fire code inspection and enforcement.
2. Prepares reports and correspondence to other government agencies, members of the public, and county management; reviews reports prepared by other staff to ensure they are complete and are consistent with policies and procedures.
3. Oversees the education and instruction for the general public regarding fire and life safety practices; monitors and directs the inspections of fire protection appliances and systems for operability ensuring compliance with all applicable State laws, County ordinances, and national and international fire codes.

#### **ADDITIONAL ESSENTIAL FUNCTIONS (EMS/Administration)**

1. Coordinates and monitors the repair and maintenance of emergency medical vehicles and equipment; ensures proper scheduling of preventive maintenance and major and minor repairs; coordinates the research and evaluation of future equipment additions and replacements; compiles and maintains records of maintenance and repairs; ensures that all life support vehicles and all equipment in these vehicles are properly certified and/or licensed.
2. Manages administrative functions for EMS functions including inventory and physical assets, purchasing, budget development, tracking and control; analyzes, projects, and collects revenues; keeps accurate accounting of expenditures, signs payment vouchers, and submits invoices for payment.

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3. Coordinates efforts with the training division to assure all necessary and required medical and fire training and testing for subordinates, as well as volunteer emergency medical responders. Required training will include, but is not limited to certification, re-certification, and/or licensing, such as CPR, EMT, EMT-II, EMT-D, FFI, FFII, etc.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Fire Science, Public Administration, or other related field and a minimum of seven (7) years professional service in a career or combination municipal fire department or fire protection district with at least five (5) of those years in a management or supervisory capacity, at or above the level of Captain; Master's Degree in Business, Public Administration, or other related field preferred. Executive Fire Officer Certification or active enrollment in the program is highly preferred. Additional education in the area of Paramedic Training, Incident Command and Management Training, Fire Academy, and/or Safety and Health training preferred; experience specific to East Fork District preferred.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals and legal documents; respond to common inquiries or complaints from customers and /or members of the business community; effectively present information to top management, public groups, and/or boards of directors; communicate effectively in writing on matters related to department operations; communicate effectively with individuals from a variety of different cultural and educational backgrounds, emotional states, and mental capacities; ability to rapidly shift communication styles.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; select alternatives, project the consequences of proposed actions, enforce regulations, and protect the public consistent with regulations and department policies and procedures.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to identify and solve problems; control situations involving irate and emotionally distraught persons; respond to and make decisions under stress of emergency and confrontation; make a written record of observations and actions taken; use a computer to enter and retrieve information.

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Knowledge of advanced life support procedures and protocol; emergency medical care and basic life support techniques; the standard of care and documentation required for all procedures; universal safety precautions when providing medical attention; basic firefighting skills as identified in the State of Nevada Firefighter I & II Certification; Incident Command Systems at a level of IC300; fire behavior and suppression techniques; universal fire vocabulary and expressive techniques; basic mechanical and building construction maintenance principles.

Ability to use computer applications related to the work; maintain accurate records and prepare clear and concise reports and other written materials; operate a variety of tools, equipment, and apparatus used in fire, medical, and other emergency response; communicate technical information to individuals and groups; establish and maintain effective working relationships with those encountered in the course of the work.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Nevada Class B Driver's License with "F" endorsement, or other state equivalent with "F" endorsement, or the ability to obtain within six (6) months of employment, and with an acceptable driving record; current CPR certification, Nevada Fire Officer I, II, and III, Level V Hazardous Materials Incident Command, ICS 300, Plans Examiner, Fire Code Inspector, Mechanical Inspector, Building Code, Electrical Code, Plumbing Code, NWCG Red Card Strike Team Leader, and a current Nevada Firefighter I and II certification. Current Executive Fire Officer Certification or active enrollment in the program is preferred. Must be able to pass a background and fingerprint check and meet the physical fitness requirements.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to climb ladders, advance charged hose lines, carry equipment both elevated and at ground level, and perform rescues below grade, elevated, or ground level. The employee must occasionally lift and/or carry up to 200 pounds; balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to outside weather conditions; frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee will be required to work under the pressure of dangerous situations, deadlines, and emergencies; is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, and vibration; the noise level in the work environment is usually loud.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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