

DEPUTY FIRE CHIEF/EMT

General Statement of Duties

Performs difficult public safety, supervisory and administrative work in directing activities and staff of the Town's Fire Department.

Distinguishing Features of Class

An employee in this class serves as the Training Officer and Safety Officer for the Fire Department and plans, organizes, and leads a variety of departmental activities to include firefighting, training, public education, hazardous materials response, emergency medical response and technical rescue response in protecting the lives and property of the citizens. Work includes cooperative work in establishing a vision of excellence in customer service and emergency response readiness and long-range planning for programming, facilities, staff and equipment needs. The Deputy Fire Chief provides direct supervision of the department staff and volunteers and monitors certain aspects of the budget, evaluates work operations, directs new employee selection processes, promotional assessment centers, and training of employees. The Deputy Fire Chief is directly involved with the counseling of personnel. The Deputy Fire Chief evaluates the replacement or need for new equipment, repairs to existing equipment and facilities, and need for improving programs. The employee attends major incident response and may take command of the site; consequently, skills must be maintained in the use of firefighting and fire equipment operation. The employee is subject to the hazards associated with firefighting including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as exposure to high heat, exposure to chemicals, and in the proximity to moving mechanical parts, electrical current, and working in high places. Employee may be exposed to atmospheric conditions and blood borne pathogens, may be required to wear a respirator, and may be required to work in close quarters. Considerable judgement and expertise is required in directing departmental activities especially in training and monitoring work standards. 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 fire and rescue work. This position has been deemed Safety Sensitive.

Duties and Responsibilities

Essential Duties and Tasks

Directs departmental operations within the established departmental policies; evaluates program effectiveness in meeting established short-range and long-range goals.

Directs full-time and part-time/volunteer staff to assure effective operations and to maintain sufficient level of preparedness and training.

Analyzes staff and operations of the department; Reports to the Fire Chief the findings and suggestions to improve departmental operations; balances workload among shifts; reviews work objectives and expectations.

Reports to the Fire Chief anticipated expenditures and needs; assigns personnel and equipment; evaluates the need for the repair of existing or the purchase of new equipment and supplies; insures proper maintenance of facilities and equipment.

Participates with the Fire Chief and other County officials in the planning for long-range needs for equipment, staffing and training and in planning for all types of response.

Reviews operational reports.

Directs the new employee selection processes, promotional assessment centers, and the training and counselling of employees.

Prepares, maintains and submits training records; monitors staff for proper training hours and recertifications; maintains lesson plans, skill sheets, test banks and audited paperwork; prepares training center budget and submits purchase requisitions.

Evaluates staff compliance with existing policies, procedures and/or standards.

Serves as the Operations Section Chief during Town emergencies.

Serves as the Safety Officer for the department and is responsible for safety policies, training, accident investigations and conduct risk analysis of incident and safety/infection control procedures.

Additional Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of fire service management, and skills in their application.

Thorough knowledge of National Fire Protection Association Codes and references as well as all applicable standards and guides.

Thorough knowledge of the laws and ordinances which pertain fire prevention and control.

Considerable knowledge of modern and effective management principles including leadership, team building motivations, communications, collaborative conflict resolution, and performance coaching and evaluation.

Considerable knowledge of the Town's budgeting, personnel and purchasing policies and procedures.

Skills in public speaking, internal and external customer service excellence, team building and collaborative conflict resolution.

Ability to prepare clear and concise reports and manage certain aspects of the budget.

Ability to communicate effectively in writing.

Ability to effectively supervise and evaluate work of staff, and to motivate, communicate, counsel, and otherwise establish high morale and productivity.

Ability to exercise sound judgement and react effectively in emergency situations, and to maintain good physical condition.

Ability to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain effective work relationships.

Thorough knowledge of modern methods of fire suppression, incidence response, and of the use and maintenance of related apparatus and equipment.

Thorough knowledge consistent with required emergency medical certification level.

Thorough knowledge of the physical layout of the Town and related facilities.

Considerable knowledge of required technical rescue methods.

Knowledge of the application of information technology to fire service and management.

Ability to effectively plan, prepare, and conduct in-service training on firefighting, rescue, incident response, and equipment operations for public safety personnel.

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, and hearing.

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 in structures, to operate heavy fire apparatus in emergency situations, and to prepare records and reports.

Desirable Education and Experience

Graduation from community college with an AS/AA degree in fire science or related field supplemented by advanced courses and seminars in fire service administration and supervisory principles and practices; and considerable experience of an increasingly responsible nature 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 of North Carolina Driver Operator/Pumps and Aerials certifications and all pre-requisite certifications.

Possession of North Carolina Emergency Medical Technician certification.

Possession of North Carolina Fire Officer III certification and all pre-requisite certifications.

Possession of North Carolina Vehicle/Machinery Technical Rescuer certification and all pre-requisite certifications.

Possession of OSHA Confined Space Technical Rescuer certification and all pre-requisite certifications.

Possession of North Carolina Fire & Life Safety Educator III certification and all pre-requisite certifications.

Ability to obtain other certification as required by the Town.