

**Position Title:** Deputy Fire Chief

**Department:** Public Safety; Division of Fire/Rescue

**Position Reports to:** Fire Chief

**Immediate Subordinates:** Fire Captains, Fire Lieutenants

**Position Function**

The Deputy Chief of Operations is considered an Executive Officer within the Fire Department. They are expected to execute executive-level performance that includes well-developed thinking and planning and can solve problems rather than pass them along. The Deputy Chief works under the general guidance of the Fire Chief and is responsible for the operations management of the Fire and Rescue Division. The Deputy Chief will perform administrative, technical, and managerial duties within the department; they serve as a key member of the Fire and Rescue Division’s administrative management team; and act on behalf of the Fire Chief, as required, in support of the overall objectives of the Fire and Rescue Division.

The classification of Deputy Chief has management oversight responsibilities for fire and EMS as it pertains to day-to-day operations. The Deputy Chief will work in unison with the Fire Chief. However, the Fire Chief has the final authority.

**Job Responsibilities**

Responsibilities may include but are not limited to the following:

Supervising and coordinating line efforts; developing and implementing work plans; and reviewing and evaluating assigned bureau’s performance.

Participates in the development, review, evaluation, interpretation, and enforcement of department policies, procedures, rules, and regulations.

Schedules, trains, supervises, coordinates, oversees, and evaluates the work of assigned employees.

Develops, plans, schedules, and coordinates assigned division programs; assesses and ensures quality of those program activities; and ensures accurate completion and maintenance of all required records related to assigned programs.

Represents the fire and rescue division through: public presentations and hearings; state, regional, county, or inter-agency committees; and cooperative programs.

Functions on emergency management teams during major incidents; may assume command at emergency incidents and direct operations; may determine strategy, deploy apparatus, and direct fire and rescue division personnel in controlling the emergency and minimizing the loss of life and property.

May temporarily assume duties of the Fire Chief in his or her absence.

Additional duties and responsibilities may be assigned by the Fire Chief.

### **Public Service**

Explains medical procedures and fire ground operations to patients, families, and victims. Ensures all information is presented in a consistent, accurate manner.

Provides and demonstrates outstanding customer service. Establishes the example for peers to follow by using creativity, compassion, sincerity, and going beyond expectations.

### **Teamwork**

Works with line officers to ensure the completion of station duties related to the professional, sanitary, and orderly condition of the fire station and assists as necessary. Ensures completion of assigned truck checks on vehicles and apparatus and assists as necessary. Ensure well-stocked cleaning and other needed supplies.

Cultivates teamwork by evaluating team projects, bolstering team efforts, and considers the impact of individual actions on the team.

### **Professionalism**

Treating everyone with respect while focusing on the mission of the department. The Deputy Chief will demonstrate trustworthiness, respect, responsibility, fairness, caring, compassion, citizenship, and self-discipline.

Models a strong work ethic demonstrated by remaining focused until the task is complete; assists others when needed, goes beyond the scope of regular job duties. Understands importance of professional conduct both on and off-duty.

Displays a positive attitude focused on opportunities, solutions and reduces negative discussion within department.

### **Physical Requirements**

Requires the ability to lift, carry, push, pull, grasp, and handle different sized objects and equipment during routine and emergency situations. Position is subject to hazardous work environments including IDLH (Immediately Dangerous to Life and Health). Working in limited visibility, proximity to energized electrical systems, and moving mechanical

equipment. Exposure to infectious diseases, hazardous chemicals, and fumes. Position is subject to all environmental conditions indoors and outdoors. Position requires wearing various respirators and other personal protective equipment. Requires the ability to operate fire suppression equipment such as ladders, chain saws, axes, charged hose lines and various maintenance equipment. Requires the ability to operate emergency response vehicles.

### **Required Skill Set**

#### ***Occupational/Technical Skills***

Must maintain a valid state issued driver's license and have the ability to drive village owned vehicles.

Knowledge of:

Principles, practices, procedures, and trends of modern fire service, public, and business administration.

Fire and rescue division organization, operations, policies, rules, and regulations.

Current laws, standards, principle, practices, procedures of modern fire department administration and operations; and applicable federal, state, and local laws and regulations to ensure fire and rescue division operations are consistent with legal mandates.

Occupational safety procedures and precautions.

Principles, practices, and procedures of developing and monitoring instructional courses and conducting training in specialized and technical areas.

Principles, practices, and procedures of fire apparatus and facilities maintenance; construction project management; and computer-aided dispatch (CAD) and other fire and rescue division communications.

#### ***Administrative Skills***

Ability to analyze and resolve situations and problems

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Knowledge of filing methods, record retention and management techniques

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to adequately allocate resources to meet objectives

Ability to keep clear and accurate records and reports

#### ***Cognitive Skills***

Ability to think strategically; anticipate issues and solve problems consistent with the Fire Department's mission; and render sound decisions.

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make sound decisions under stressful conditions

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

#### ***Leadership Skills***

Ability to effectively manage personnel

Ability to evaluate assigned divisions and specialized program needs.

Ability to make recommendations for improvements, changes in operation, or staffing requirements.

Ability to accurately interpret, explain, and enforce fire department policies, rules, and regulations.

Ability to effectively manage emergency scene resources during major incidents.

### ***Communications Skills***

Ability to effectively communicate decisions, changes, and other relevant information.

Ability to effectively communicate, in writing and verbally, with fire department employees, outside agencies, and the public.

Ability to give presentations to fire department employees, village and township trustees, outside agencies, and community groups.

Ability to demonstrate attention to and convey understanding of the comments or questions of others

### ***Interpersonal Skills***

Knowledge of principles, practices, and procedures of supervision, motivation, training, and performance evaluation.

Ability to establish and effectively maintain positive working relationships with internal and external stakeholders.

### **Qualifications, Experience, and Educational Requirements**

Any combination of education, training, or work experience which would likely provide the required knowledge and abilities is qualifying. The preferred way to obtain the required knowledge and abilities would be:

Education: Equivalent to a bachelor's degree in Fire Science or other related field of study. Additional technical coursework or certification is highly desirable in the following fire service areas including, but not limited to: fire command (e.g. Fire Officer 1 thru Fire Officer 4 series), Blue Card Command, Executive Level Fire Officer, Fire Prevention Code Enforcement, Hazardous Materials Training (Technician Level), Personnel Management, and Emergency Medical Services- Paramedic Certification.

Experience: Eight years of increasingly responsible public agency experience in fire suppression, and/or management, and/or prevention, including three years of experience at the level equivalent to a first-line supervisor, with demonstrated ability to make effective contributions to an administrative management team.

Must pass in-depth background check, which includes fingerprinting. Must be physically able to fulfill the duties and responsibilities and pass a physical examination.

This level of leadership may require covering shifts and assisting with on-call during nights and weekends to achieve the necessary goals and objectives of the department.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or assigned based on the skill set of an employee.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**VILLAGE OF SWANTON, OHIO**

**EMPLOYEE**

By: \_\_\_\_\_  
Shannon Shulters  
***Village Administrator***

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_