

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Deputy Fire Chief	CLASS. CODE: 0040
DEPARTMENT:	Fire	FLSA: E
REPORTS TO:	Fire Chief	DATE: 7/1/2002

Job Summary:

Responsible for planning, organizing, directing and evaluating the activities of Emergency Operations, training and emergency preparedness. Supervises the Battalion Chiefs and oversees hiring process of Emergency Operations.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Manages, plans, assigns, directs and evaluates daily activities of the Emergency Operations Division through direct supervision of the Battalion Chiefs and Training Chief.
2. Ensures adequate staffing for Advanced Life Support, aircraft rescues and fire fighters and special rescue capabilities to meet department standards.
3. Remains current with department's operating functions to provide assistance and properly command the department in the absence of the Fire Chief.
4. Develops and administers the budget for Emergency Operations, training, hazardous materials and emergency preparedness. Approves all division expenditures.
5. Oversees hiring process and approves candidates for hire.
6. Terminates probationary personnel who do not meet work standards.
7. Oversees maintenance of fire apparatuses, physical plants including nine stations, communication equipment, and fire equipment.
8. Develops, reviews, modifies and oversees the development or modifications of procedures and Tactical Guidelines. Provides instruction and direction for maximum safety and effectiveness of fire suppression, training, company fire prevention, rescue and administrative functions.
9. Prepares formal evaluation of the Battalion Chiefs, Training Chief and Emergency Preparedness Manager's performance and conducts annual performance appraisals. Sets goals and objectives and evaluates performance of Chief officers.
10. Prioritizes work and tasks, sets goals and oversees the implementation of the City Emergency Preparedness Plan.
11. Oversees investigations and responds to citizen complaints, disciplinary issues, conflict resolution and administers minor levels of discipline. Recommends major levels of discipline to the Fire Chief.
12. Interprets labor contracts and represents the department's position during grievance procedures.
13. Oversees training division, sets goals, oversees implementation of training, evaluates effectiveness of training.

Important Job Functions

1. Responds to emergency incidents of third alarm or greater, and assumes a leadership role when necessary.
2. Represents the Fire Chief at various meetings and committees.
3. Reviews performance appraisals for division personnel.

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4. Acts as a liaison with other City departments and private and governmental organizations.
5. Develops and assists with written reports.
6. Acts as a liaison with the general public and various civic organizations.
7. Reviews work related injuries and develops plans and programs to decrease injuries.
8. Attends and participates in staff meetings and Chair Emergency Operations division staff meetings. Develops schedules and agendas and facilitates meetings.
9. Attends work related seminars as needed, and assists with union contract negotiations.
10. Performs other duties as required by Fire Chief.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Emergency vehicle
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates degree from an accredited college or university in Fire Science or related field; and,

Seven (7) to ten (10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Emergency Medical Technician, Basic desired.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of supervising, training, personnel and budgetary development and control.
- Laws, ordinances and regulations of fire departments.
- General accounting and budgeting procedures.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Supervise, direct and lead management staff.
- Follow safety precautions and demonstrate emergency driving skills.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Oversee management of preparedness for manmade or natural hazards.
- Speak effectively in front of small groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.

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- Establish and maintain effective working relationships with individuals, coworkers, City Council, fire defense boards and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak frequently.
- Stand occasionally for extended periods.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.