



CLASS SPECIFICATION

Class Code: 17150
Date Est: 11/2011
Last Rev: 01/2017
Last Title Chg:
FLSA: Exempt
Probation: N/A

FIRE DEPUTY CHIEF

DEFINITION

Under the direction of the Fire Chief, plans, supervises and coordinates the activities of the District and performs highly complex administrative and operational duties as required. Provides highly responsible and complex staff assistance to the Fire Chief and performs as Acting Fire Chief when assigned, including responding to complex fire, rescue, multi-causality and hazardous materials incidents and perform at the Command Level within the incident command system.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and ten years of progressively responsible firefighting experience in an all-risk agency responsible for fire prevention, suppression, medical emergencies, and hazardous materials incidents, including at least five years of supervisory responsibility; OR an equivalent combination of education and experience that would likely provide the required knowledge and abilities of the essential functions of the position.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Possession of a valid Hazardous Materials Incident Commander Certificate at the time of application.

Possession of a valid Nevada or National Registry Basic Emergency Medical Technician or higher Certificate and CPR certification at the time of application.

Possession of Firefighter I certificate at the time of application

Incident Command System 100, 200, 300; Incident Command System 400 must be completed within one year of appointment.

All licenses and certifications required to be kept current and maintained for continued employment.

All applicants will be required to pass a thorough medical examination which may include, but not be limited to a physical agility test prior to appointment and for continuing employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional, technical, and administrative support personnel.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Serves as acting Fire Chief when assigned.

Possesses authority to respond to complex incidents and participate in the incident as assigned.

Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of the service delivery methods and procedures; allocates resources accordingly as it relates to the needs of Operations and/or Support Division.

May command District operations resources on significant and complex incidents.

Assists with Labor/Management relations activities as assigned.

Formulate, prepare and monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s).

Oversees maintenance records, documentation of compliance such as SCBA fit testing, Class B Drivers, Hose and Pump test records.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, rescue operations and fire investigation.

Coordinates District's fire communications radio system including policies and procedures. Assigns and delegates personnel accurately conduct fire investigations to determine cause and origin.

Oversee and delegate pre-fire planning activities to appropriate personnel.

May serve as Strike Team Leader or other certified and qualified overhead position.

Ensures the district is fully outfitted with necessary supplies, equipment, and tools. Prepares or reviews specifications for purchase of equipment and apparatus.

Directs the preparation of purchase orders, requests for proposals, and other purchasing mechanisms within assigned responsibility.

Plans the conduct of periodic equipment and apparatus testing including ladders, SCBA, pumps, and hose.

Directs, approves and oversees the development of strategic and long-range training plans.

Ensures volunteer and career personnel, equipment and apparatus, and communications systems meet requirements for effective operation.

Develops long-term replacement plans for apparatus.

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies and procedures of the Truckee Meadows Fire Protection District.

Current best practices, developments and trends in the fire service including fire suppression, prevention and labor/management relations.

Current Federal, state, and local laws pertinent to the assigned function, including fire and emergency medical services.

Principals, practices, methods and techniques of fire suppression, including wildland suppression, prevention and investigation.

Methods and principles of fire suppression, fire investigation and fire prevention.

Labor laws and the ability to manage both volunteer and career personnel.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Ability to:

Function as Incident Commander on a wide variety of complex incidents.

Plan, organize, direct and coordinate the work of staff.

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Evaluate work priorities and processes to determine their effectiveness and efficiency.

Respond to emergency situations as needed.

Assist with the preparation and administration of large and complex budgets.

Analyze problems and emergency situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.

Exercise emotional control and work under stressful situations.

Work independently in the absence of direct supervision.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a typical office environment and use standard office equipment such as - computer, telephone, fax, copier and two way radio.

Ability to maintain physical ability and stamina to meet the position tasks and responsibilities which may include vigorous and sustained activities in a variety of environmental conditions when assigned as Incident Commander.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range, per DMV requirements.

All applicants may be required to pass a thorough medical examination which may include, but not limited to, a physical agility test prior to appointment and for continuing employment.

Employee must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.