



JOB DESCRIPTION

POSITION: Deputy Chief
REPORTS TO: Fire Chief
CLASSIFICATION: Public Safety
POSITION RANGE: #54
FLSA STATUS: Exempt

General Statement of Duties

Under general direction of the Fire Chief, is responsible for managing one or more divisions of the fire district. Deputy Chiefs have extensive latitude for decision making, planning, and implementing strategies and action plans for programs within their designated area of responsibility. Deputy Chiefs participate in planning, developing policy, and resolving departmental problems and issues within the fire district as a whole and their area of assignment. Deputy Chiefs are responsible for fiscal management, including developing and administering the budget within their assigned area. Work in this position requires a wide breadth of executive level managerial knowledge, skills and abilities. Deputy Chiefs receive general supervision from the Fire Chief who reviews and evaluates work performance through conferences, reports, and overall results achieved. Deputy Chiefs work a standard 40-hour work week and are subject to emergency call back and duty chief responsibilities.

Essential Functions

- Establishes and maintains effective working relationships with staff, fire district officials, other fire departments, outside agencies, and the general public.
- Develops and implements policies and procedures governing public safety and fire protection.
- Advises the fire chief and appropriate staff officers of issues in designated areas of staff authority and of the progress made in areas of responsibility.
- Develops departmental goals and objectives in conjunction with the fire chief and the fire district's command staff.
- Explains and interprets rules, policies, regulations, practices, and actions of assigned division for the general public and fire district employees.
- Prepares and reviews the following: division budget recommendations, administrative studies of management issues, strategic and operational plans, program proposals, policies and procedures, statistical and other reports on fire district programs and activities, and recommendations regarding employee performance ratings and disciplinary actions.

- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Serve as the fire district representative on various local, regional, and state-wide committees.
- Reside within the fire district throughout employment with the AJFD.
- Assumes responsibilities of the fire chief when designated.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Knowledge of the principles and practices of firefighting, emergency medical service, technical rescue and hazardous materials event mitigation.
- Knowledge of the principles and practices of incident command including firefighting tactics and strategy, fire-ground factors, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire stream management, communications, hazardous materials, special operations, fireground safety, and major medical operations.
- Knowledge of public financial management and budgeting.
- Knowledge of personnel policies and procedures, rules and regulations, and laws.
- Knowledge of the organizational philosophy and policies that direct all managers and supervisors.
- Knowledge and ability to apply modern management techniques, supervisory and leadership practices, and evaluation methods.
- Knowledge of progressive approaches to employee relations programs.
- Ability to provide leadership to assigned supervisors through planning, organizing, motivating, providing work-related challenges, and evaluating performance objectively.
- Ability to maintain managerial control under extremely stressful conditions.
- Ability to develop plans and programs for more effective and efficient public safety and emergency service delivery.
- Ability to exercise a high degree of self-discipline.
- Ability to communicate effectively with employees and the public.
- Ability to produce documents / reports with clearly organized thoughts.
- Ability to work safely and effectively without presenting a direct threat to self or others.

Required Experience, Qualifications and Training

- Ten (10) years of progressively responsible experience in providing fire protection, rescue and emergency medical service, three (3) years of which must have been in a supervisory or managerial position with a rank equivalent to a Battalion Chief with the fire district.
- Experience supervising and managing work in multiple divisions of a fire district or fire department and working knowledge of all major division functions.
- Bachelors (BS / BA) Degree in fire service administration, public administration, business administration or closely related field from an accredited college or university.
- Combinations of experience and education which meet the minimum requirements may be substituted.

Preferred Experience, Qualifications and Training

- Fifteen (15) years of progressively responsible experience in providing fire protection, rescue and emergency medical service, five (5) years of which have been in a supervisory or managerial position with a rank equivalent to a Battalion Chief with the fire district.
- Masters Degree in public administration, fire services administration or closely related field from an accredited college or university.
- Graduate of the National Fire Academy's Executive Fire Officer Program.
- Graduate of Arizona State University's Executive Public Manager Program or comparable executive training program.

This job specification should not be construed to imply that these requirements are the exclusive standards for the assignment. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by the fire chief. Job descriptions are subject to change by the fire district as the needs of the fire district and requirements of the job change.

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