



JOB DESCRIPTION

Title	Deputy Fire Chief	J.D Number	30.109
Division	Administration	Salary/Wage Status	Per Contract
FLSA Classification	Exempt	PERS Category	Fire/Police Ops
Civil Service Status	Civil Service	Safety Sensitive	Yes
Supervisor	Fire Chief	Confidential	Yes
Supervision Exercised	All Subordinate Personnel	Hybrid Work Eligible	Yes
Bargaining Unit	No		

GENERAL STATEMENT OF DUTIES

The Deputy Fire Chief position applies independent judgment, administrative and operational techniques to assist the Fire Chief in planning, organizing, and directing the operations and activities of the Fire District to provide the efficient and effective delivery of fire district services. Directs all activities of the District in the absence of the Fire Chief.

SUPERVISION RECEIVED

Works under the direction of the Fire Chief, as set forth in the policy statements, rules, procedures and resolution.

SUPERVISION EXERCISED

Exercises full supervision over subordinate personnel, associated activities and directs the technical and operational functions of the District, and assumes command of the District in the absence of the Fire Chief. Responsibility to impose disciplinary action up to and including termination.

ESSENTIAL JOB FUNCTIONS

The essential functions of this position include but are not limited to:

- Participates as a member of the management team and work cooperatively and effectively with the Fire Chief to oversee and direct all District operations, including but not limited to:
 - Assist with the evaluation, development, implementation and enforcement of District policies, procedures, and regulations.
 - Assist Fire Chief with planning, executive, and inter-agency issues.
 - Provide signatory authority for requisite documents, checks, contracts, memos and agreements.
 - Serve as District representative to administrative committees with outside agencies.

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- Serves as Personnel Officer, including but not limited to:
 - Ensures District rules, policies, and procedures are enforced consistently.
 - Assists with inspections of company training and training schedules, stations, apparatus, equipment and personnel and maintains a healthy and safe work environment.
 - Assists in providing guidance to subordinates in areas of personnel, management, organization and methods, fiscal responsibility, research, planning and development.
 - Assigns, oversees, and directs personnel investigations.
 - Participates in making and/or reviewing hiring, counseling, dispute resolution, discipline, and termination decisions through the chain of command.
 - Provide administrative and operational direction and support to career and volunteer staff.
- Assure adequate staffing and response readiness of District, including but not limited to:
 - Serves as officer in charge of a Division(s).
 - Provide cover or serve as Battalion Chief as needed for efficient daily operations.
 - Responds to and provides supervision as needed at emergency scenes where District personnel and equipment are operating.
- Conduct Operations meetings to improve District communications, operations and services to the public, and encourages cooperation within the District and demonstrates creativity and innovation in the work setting.
- Assists the Fire Chief to resolve legal issues, including engaging and conferring with legal counsel in the development and preparation of responses to legal challenges, anticipating liability issues, and taking appropriate actions for mitigation.
- Maintains reliable and predictable attendance, including availability during evenings and weekends.
- Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of modern principles, practices and techniques of sound Fire District organization and operation, and a demonstrated ability to determine their applicability and skills to apply them to particular problems and conditions.
- Thorough knowledge of public administration principle and practices including purchasing, budget preparation and control.
- Detailed knowledge of supervisory and managerial principles, practices, and techniques, including effective delegation.
- Working knowledge of applicable federal, state, and local laws, codes, regulations and/or ordinances.
- Technical knowledge of all District operations, policies, and procedures.
- Strong analytical skills, including the ability to quickly and accurately evaluate data and understand complex problems and apply logical thinking and reasoning methods to formulate solutions and proposals.

- A high level of organization and effective time management skills, including the ability to organize and prioritize tasks and assignments, including the ability to demonstrate accuracy and attention to detail, and flexibility and cooperation in the event of changing workload priorities.
- Ability to lead effectively, maintain discipline, and promote harmony, including but not limited to the ability to communicate professionally, accurately, and effectively both verbally and in writing; make good judgments and make rapid decisions as needed, issue appropriate orders and act appropriately and calmly in extremely stressful and emergency situations.
- Ability to establish and maintain effective working relationships with board members, employees, other officials, community stakeholders, and the general public.

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

- A high school diploma or GED.
- Bachelor's degree from an accredited college or university in Fire Science, Fire Management, or a related field.
- Ten (10) years of progressively responsible fire service experience with a minimum of five (5) years at the Chief Officer level.
- Any other equivalent education and/or experience may be considered in lieu of the formal requirements listed above, at the sole discretion of the Fire Chief.

REQUIRED CERTIFICATIONS

1. Possession of a valid Oregon state driver's license and driving record acceptable to the District and its insurers
2. NFPA or IFSAC Firefighter II
3. NFPA or IFSAC Instructor I
4. NFPA Fire Officer IV
5. NFPA HazMat Incident Commander
6. EMT Basic
7. NIMS ICS-100, 200, 300, 400, 700, and 800

PREFERRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Current Oregon or National Registry Paramedic
2. NFPA Instructor II, or equivalent
3. Master's degree from an accredited college or university in Fire Science, Fire Management, Public Administration, Business Management, or a related field.
4. Chief Fire Officer Designation/Certification
5. Completion of Executive Fire Officer Program

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PHYSICAL JOB REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. A physical agility test will be required for this position.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, type, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; portable radio; phone; copy and fax machines; and other related tools and equipment

The physical demands of this position in emergency situations require an employee to frequently lift, exert pressure for pushing and pulling, and/or move up to 30 pounds. The employee would also be required to wear and use full protective clothing and self-contained breathing apparatus weighing approximately 75pounds, while carrying or dragging fire hose, climbing ladders, lifting patients, handling various fire equipment (i.e. fans, generators, power saws, extrication equipment, etc.) which would require the employee to be able to move up to 200 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors in an office environment and in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes of airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration, and extreme temperatures.

The noise level in the environment is usually moderate, except during certain firefighting activities when noise levels may range from 80-100 DBA.

REASONABLE ACCOMMODATIONS

Reasonable accommodations are available to enable qualified individuals with disabilities to satisfactorily perform the essential functions and other requirements of this position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at its discretion as it determines appropriate

Board Approved:

to the needs of the organization and position.

Approved by: _____

Date: _____

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have reviewed and understand the essential duties, functions and other requirements of this position.

Employee: _____

Date: _____

Board Approved: