



JOB DESCRIPTION

Title: Deputy Fire Chief

Department: Fire

Reports to: Fire Chief

Pay Grade: 71

Date Adopted: January 28, 2022

Previous Revision Date: January 23, 2017

Last Revision Date:

Type: Full Time

Part Time

FLSA: Exempt Salary

Non Exempt Hourly

Union: Yes

No

Job Summary:

Assist the Fire Chief to plan, direct, organize, and manage the City's Fire and Rescue Department.

Essential Functions:

1. Perform essential functions described in Fire Captain job description.
2. Analyze situations quickly and objectively, and determine a proper course of action. Carry out and give oral and written instructions and react quickly and calmly in making decisions under extreme emergency conditions.
3. Assist the Fire Chief in the departmental budgeting process; assist in directing the forecast of funds needed for staffing, equipment, materials, and supplies.
4. Assist the Fire Chief in developing departmental goal and objectives.
5. Serve as the departmental emergency medical services training officer; insure that all personnel meet state training and certification requirements and compliance with all federal, state, and local laws, rules, regulations, and ordinances as they pertain to EMS operations.
6. Act as HIPAA Compliance and Infection Control Officer.
7. Responsible for EMS quality assurance program.
8. Responsible for drug inventory, ordering, control processes, and tracking DEA regulations.
9. Perform the duties of the Fire Chief in his/her absence.

10. May respond to fire alarms, rescue calls, and medical calls.
11. Attend regional, state, and local conferences, conventions, and other meetings; assist in administering and supervise a comprehensive and on-going emergency medical services, fire suppression and prevention, and hazardous materials programs.
12. May perform firefighting and EMS services when exposed to extreme temperatures and adverse weather conditions; to carcinogenic toxic substances, infectious agents, and the visual/emotional situations; to fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents; when one hundred plus feet (100+') above grade and in confined spaces.
13. Respond to large scale alarms as a member of the command or general staff within the National Incident Management System as determined by on-scene incident commander.
14. Provide responsible staff assistance to the Fire Chief.
15. Oversee the department's fit for duty and medical physical programs.
16. Assist the Fire Chief to manage all aspects of the department's radio communication system.
17. Plan, implement, and direct employee training.
18. May respond to fires and make high-level strategic and tactical decisions as to methods of fighting fires and performing rescues, directing the work of all units in all matters concerning fire mitigation; may take personal command of firefighting activities at major fires and/or other catastrophic emergencies that may occur using NIMS.
19. Supervise and evaluate Fire Captains directly and Firefighters and Part-Time Paramedics indirectly.
20. Discipline subordinate employees up to and including termination pursuant to civil service law.
21. Meet with citizen groups, clubs, and citizens to discuss EMS and fire-related matters as appropriate.
22. Meet with other municipalities, County, State, or Federal agencies and/or businesses to handle issues affecting fire or EMS service.
23. Keep confidential information confidential and be HIPPA compliant.
24. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.

25. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

26. Perform other work which is consistent with the essential functions of the job.

27. Perform other duties as assigned.

Education and Special License(s)/Certifications:

Must possess a valid driver's license and maintain an insurable driving record.

Associates Degree in Fire Science and/or Emergency Medicine, Public Administration, Business Administration, or related field required. Bachelor's Degree preferred.

No felony convictions or serious misdemeanor.

Paramedic License required.

Hazardous Materials Technician level training and/or certification preferred.

Firefighter 2 certification required.

Fire Officer 1 certification preferred.

IFSAC/ProBoard certified.

Experience:

Six (6) years of experience in fire service or EMS with the Beatrice Fire Department or a comparable or larger department required; Supervisory experience in the fire service or EMS preferred; may substitute experience for education.

Skills:

1. Ability to write clear and concise reports.
2. Ability to analyze situations quickly and objectively and to determine proper courses of action.
3. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the general public.
4. Ability to communicate effectively, orally and in writing.
5. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
6. Ability to read, understand, and adhere to all department guidelines, bulletins, directives, memorandums, and policies.
7. Ability to establish and maintain positive, effective working relationships with civic and official groups and the general public, as well as to command and hold the respect and discipline of subordinates.
8. Management skills.
9. Organizational skills.
10. Presentation skills.

Mental Requirements:

1. Ability to apply broad and general ideas or principals effectively to a particular problem.

2. Ability to fairly apply administrative and standard operating procedures to disciplinary actions.
 3. Knowledge of rescue and emergency medical principles, practices, and techniques.
 4. Knowledge of modern firefighting principles, practices, and procedures, including hydraulics.
 5. Knowledge of the operating and maintenance requirements of the various types of apparatus and equipment used in firefighting activities and EMS rescue.
 6. Knowledge of building construction.
 7. Knowledge of fire alarm, fire sprinkler, and fire suppression system.
 8. Knowledge of the physical layout of the Department's service area, including fire hydrant and street locations.
 9. Knowledge of the principles and practices of modern fire and EMS departmental administration.
 10. Quick decision-making skills.
 11. Ability to interpret orders and procedures.
 12. Ability to analyze situations and determine proper response.
 13. Ability to perform many functions simultaneously.
 14. Ability to make decisions under stress.
 15. Ability to exercise caution and control fear in potentially hazardous situations.
 16. Ability to adapt to different people, behaviors, and circumstances.
 17. Ability to maintain effective working relationships with partners, superior officers and other police personnel.
 18. Ability to work without immediate supervision.
 19. Ability to quickly develop action plan.
 20. Ability to remain calm under stress and anger.
 21. Ability to evaluate alternative courses of action and select the most acceptable alternative and demonstrate common sense in handling field situations.
 22. Ability to analyze a situation, identify the important elements and make logical decisions without undue delay.
 23. Ability to withstand prolonged periods of physical and mental stress or discomfort.
 24. Ability to establish priorities at emergency scene.
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Physical Requirements:

1. Ability to work in intense life-threatening conditions.
 2. Ability to crawl, run, climb, bend, stoop, twist, reach, contort and lift up to 160 lbs. while wearing heavy protective gear weighing about 50 lbs.
 3. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
 4. Hand/eye coordination adequate to use assigned technical equipment.
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Supervisory Responsibility (Direct and Indirect):

Direct Fire Captain

Indirect Firefighter
 Part-Time Paramedic

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:

Tobias J. Tempelmeyer, City Administrator

1/27/22