

South Jordan City

Job Description

Title:	Deputy Fire Chief	Effective Date:	1/16/18
Org:	100620	FLSA:	Exempt/Executive
Pay Grade:	27	Workers Comp:	Fire

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Under broad policy guidance and direction, the Deputy Fire Chief manages the activities and operations of the Fire Department; within assigned areas, ensures compliance with local, state and federal guidelines; plans, organizes and directs multi-company operations at emergency incidents and planned events; and provides general and complex staff assistance to the Fire Chief.

SUPERVISOR

Fire Chief

POSITION(S) SUPERVISED

Battalion Chief

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized leave.

Manage the organization, staffing, and operational activities of assigned fire stations, bureaus and programs; and participate in the development and implementation of the strategic plan for assigned areas.

Create and implement innovative services for assigned areas; monitor and evaluate the effectiveness of services; identify opportunities for improvement; and manage the implementation of changes.

Assist with the selection of personnel; mentor, direct, supervise and evaluate assigned personnel; counsel, commend or discipline personnel as appropriate.

Assist in the development and administration of the assigned budget; forecast additional funds needed; and assist in the monitoring and approval of expenditures.

Coordinate assigned services and activities with those in other departments, divisions, and outside agencies and organizations; represent the Department at public functions.

Respond to emergency incidents and planned events; assume the duties and responsibilities of the Incident Commander, Command Staff, and/or ICS General Staff as appropriate.

Resolve difficult inquiries and complaints; investigate complaints and implement or recommend corrective action as appropriate.

Provide staff assistance to the Fire Chief; prepare and present reports and other necessary correspondence to the fire chief, city manager and city council as needed.

Represent the fire department and the City and exercise decision-making authority at meetings

Temporarily assume the duties and responsibilities of the Fire Chief

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work in fire science, emergency management, business management or other related field;

AND

B. Ten (10) years of full-time broad municipal fire service work to include a minimum of five years of supervisory experience.

2. Special Requirements:

Valid Utah Class D Driver License

Fire Officer I Certification

Utah AEMT or Paramedic Certification

Master's Degree preferred

Graduation from the Executive Fire Officer Program from the National Fire Academy preferred

Health & Fitness: Required to maintain a fitness level that allows the employee to safely and efficiently perform the essential duties of the position.

3. Knowledge, Skills and Abilities:

Knowledge of modern principles and practices associated with fire, EMS and other related services; applicable laws, rules, regulations, standards and/or policies and procedures; principles, theories, and practices of personnel management, program management, communications, planning, budget development and management, adult learning, public relations and performance management; statistical sampling, modeling and analysis techniques; research methods and techniques; and computers and related software.

Knowledge of public sector laws and regulations.

Ability to operate a personal computer and Microsoft products; compose and produce reports, documents and related material.

Ability to effectively and efficiently manage multiple sections or bureaus of a municipal Fire Department; read, interpret and apply laws, rules, regulations, policies and/or procedures; evaluate information against a set of standards; manage and coordinate the work of subordinate personnel, groups and/or organizations; use effective methods and techniques to deal with and resolve complex issues; remain sensitive to the community's needs; establish and maintain effective working relationships with staff, city officials, community organizations and the general public; communicate effectively, orally and in writing; participate in and/or command difficult emergency operations; handle media inquiries from both print and broadcast; maintain regular consistent attendance; safely operate a motor vehicle; and exercise independent judgment and initiative.

4. Working Conditions:

Light physical effort generally in an office setting with comfortable working conditions. Such conditions include handling light weights, sitting, standing and walking in a normal office environment. Considerable exposure to stressful situations. Response to emergencies may involve exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in normal course of job performance. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours. Subject to emergency call back 24 hours per day 365 days per year.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Fire Exempt	EEO-4 Class:	Official/Adm
Location:	Fire	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1525