ASHEVILLE, NORTH CAROLINA

Classification Specification

Deputy Fire Chief
Job Code: 2005
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to assist the Fire Chief in planning, directing, and overseeing Fire Department operations and staff.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: per chain of command, manages the activities of personnel through subordinate supervisors; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; approves and/or recommends disciplinary actions, promotions, recruitment and selection; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Fire Chief; and updates and maintains department standard

operating procedure manuals.

Assists with developing and implementing long- and short-term plans, goals, and objectives for the department: evaluates performance and effectiveness of current services, programs, and systems in relation to growing needs of the City; and identifies, recommends, and implements needed changes, modifications and/or enhancements.

Assists with developing, implementing, and updating policies and procedures for the department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; communicates changes in policies and procedures to department staff; monitors implementation of rules and regulations; and updates policies and procedures as required.

Assists with developing, defending, and implementing department budget: determines and recommends budget allocations for staffing, equipment, and capital improvement needs; reviews and approves budget requests, purchase orders, and related items; monitors expenditures to ensure compliance with approved budget; and maintains budget and financial records and documentation.

Provides progress reports to Fire Chief to keep them informed on key issues and progress toward objectives: exchanges information, reviews activities, resolves issues, and receives direction; makes recommendations to assist Fire Chief, and City administrators in decision making; and may serve as Fire Chief in the absence of the same.

Directs fire and rescue services and emergency medical programs: evaluates and analyzes service delivery and response; determines proficiency level and identifies areas requiring improvement; oversees the development of training programs and standards for station and apparatus maintenance and care; formulates and executes action plan to correct deficiencies; and approves disciplinary actions, promotions, recruitment, and selection.

Performs incident command functions at large scale and complex fire and emergency scenes: assess and evaluates on scene conditions; determines strategy and tactics; provides direction and coordination of manpower and resources; and directs firefighting and/or rescue activities; supervises fire communications.

Represents the department to City administrators and elected officials, other government agencies, and the public, as needed: responds to complex questions, complaints, and requests for information; attends and participates in various committees, hearings, official functions, City Council meetings and other community meetings, as requested; makes presentations and public speeches to civic and business associations and schools and other groups; receives, investigates, and responds to complaints against department personnel, complaints and concerns regarding service delivery of assigned divisions, and requests for information; and provides interviews and information to media outlets, as needed.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; and initiates any actions necessary to correct deviations or violations.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in the profession; participates in and conducts physical fitness training, training drills and other continuing education activities; maintains training documentation for station employees; coordinates and participates in multi-jurisdictional training; and attends meetings, workshops and seminars as appropriate.

Communicates with City officials, supervisor, subordinates, other City employees, vendors, the public, the media, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated

timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, performance reports, out of class documents, budget requests and reports, standard operating guidelines, training request forms, operational reports, policies and procedures, program reports, memos, general orders, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Operates, utilizes, and maintains various specialized communications and firefighting equipment, power tools, hand tools, and supplies to complete work assignments, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Fire Science, Public Administration, or a related field required; supplemented by ten years of progressively responsible experience in firefighting and fire service management, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Must possess and maintain the following additional certifications or licensures: Firefighter II, Technical Rescuer, Fire Inspector III, Hazardous-Materials Technician, Fire Instructor II, Fire Officer II, Fire & Life Safety Educator I, Emergency Medical Technician - Basic, Incident Command System, and crisis intervention and/or peer support certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability

to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Performance of incident command duties may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.