

# HIGHLANDS FIRE DISTRICT

## EXECUTIVE DIRECTIVES

CODE/TITLE: **102 Deputy Fire Chief**  
SECTION: 100 Classification/Job Descriptions  
REFERENCE: HR Policy 30.03 & 30.04  
ORIGINATED BY: Dirch Foreman, Deputy Fire Chief  
APPROVED BY: Mike Bradley, Fire Chief  
EFFECTIVE DATE: 02/01/2012

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### **Deputy Fire Chief**

FLSA: Exempt (Management)

Operations Division

Full-time

PSPRS Retirement

Safety-sensitive position

Supervisor: Fire Chief

Supervises: Battalion Chiefs, Fire Captains, Program Managers, Office Staff, may supervise any number/type personnel under the Incident Command System

### **JOB SUMMARY**

Under the general direction of the Fire Chief, plans, directs, manages and supervises the daily operations of the District related to all risk emergency services, preventative services and community services. Provides high level technical and administrative staff assistance to the Fire Chief and the Fire Board. Assumes command of the department in the absence of the Fire Chief. This position is appointed by the Fire Chief; the appointment is confirmed by the Fire Board.

### **HOURS OF WORK**

The normal work hours of this position are Monday through Friday 0800-1700. This position requires work on evenings, weekends, holidays, and under hazardous conditions. Regular work hours may be adjusted at the discretion of the Fire Chief to meet the demands of the Fire Department. At the discretion of the Fire Chief a Deputy Chief may be placed on a special assignment and work an altered schedule.

### **ESSENTIAL FUNCTIONS**

- ◆ Responds to incidents and assumes any role required within the Command and General Staff functions of the Incident Command System. May also be required to perform at the Supervisor or Unit Leader level within the ICS.
- ◆ Develops strategy and tactics, implements action plans, and evaluates results in the management of complex emergency incidents.
- ◆ Assists the Fire Chief in the development of goals, objectives, policies, and priorities for the department.

- ◆ Organizes and oversees the work of major programs within the department.
- ◆ Assists with the preparation of District budget; monitors budget activities; evaluates costs; projects expenses and revenues; maintains records and reports.
- ◆ Provides leadership to effectively direct and motivate the department. Builds a team based on cooperation, effective problem solving and good communications.
- ◆ Supervises, coaches, and evaluates the performance of subordinates. Responsible for the professional development and performance of all subordinates under their command.
- ◆ Analyzes and synthesizes data, develops and implements procedures to improve operations, decrease turnaround times and rework, streamline work processes, and reduce costs.
- ◆ Develops complex written reports and plans for the management team and District Board.
- ◆ Makes oral presentations to the management team, District Board, and the public.

The essential functions listed above are intended only as illustrations of the various types of work that may be performed. For further guidance, standards of medical requirements for fire fighters may be referenced in the most current edition of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the District as the needs of the District and requirements of the job change.

### **MINIMUM QUALIFICATIONS**

- ◆ A bachelor's degree in Fire Science, Business, Management, Public Administration or a related discipline is required.
- ◆ Three (3) years of experience as Fire Captain or one (1) year of experience as a Battalion Chief in an agency similar to the HFD.
- ◆ A 39 month satisfactory driving record.

### **SPECIAL REQUIREMENTS**

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain good health and pass an annual fitness/medical examination.
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Must reside within 30 minute travel time to District Headquarters.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Strategic planning concepts.
- ◆ Budgeting development and implementation.
- ◆ Modern organizational management practices.
- ◆ Current leadership practices and principles.
- ◆ All-risk emergency management practices.
- ◆ Plan and coordinate multiple activities.
- ◆ Set standards and provide guidance to staff.

- ◆ Maintain managerial control and a command presence under extremely stressful conditions.
- ◆ Be an effective team member, to lead the team when appropriate, to follow the team when required.
- ◆ Produce clear and organized written documents, reports, and plans that deal with complex subject matter.
- ◆ Make logical decisions based on the exercise of good judgment.
- ◆ Establish and maintain effective working relationships with the Fire Board, the Fire Chief, members of the organization and the public.
- ◆ Provide excellent customer service, both internal and external.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Must possess the mental ability to reason and make judgments

Must possess the ability to understand and follow oral instructions

Must be able to understand and follow written instructions

Possess the ability to guide and/or give instructions

Must possess the ability to make decisions in accordance with established procedures and policies

Must be able to speak and understand English in order to answer telephones and radios. Must be able to able to communicate verbally with county officials, the general public, vendors, supervisors and other employees

Hearing must be adequate to communicate with county officials, the public, vendors, supervisors, and other employees

Ability to read and understand text

Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices

Ability to visualize objects of two or three dimensions, or to think visually of geometric forms

Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse, use hand tools, use power tools and to manipulate small objects with fingers rapidly and/or accurately

Frequently must lift, push/pull, carry/hold materials or equipment in excess of 25 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level

Routinely climb stairways, and steps; may be required to climb ladders

Ability to stand for 8+ hours per day

Ability to sit for 8+ hours per day

Ability to run and/or walk for 3+ hour per day

Walking and running may occur over both flat and rough terrain

Must be able to occasionally stoop, kneel, crouch, and crawl

Frequently must be able to reach, handle, manipulate, and feel Essential job function vision includes peripheral vision, night vision, focus, color perception, and depth perception

Must be able to drive motor vehicles (cars, sport utility vehicles, medium trucks) with automatic and standard transmissions

## **WORKING CONDITIONS**

Duties are performed primarily in an office environment, at an assigned Fire Station. Requires travel to all fire stations, emergency scenes, meetings and events as necessary. Operates Department vehicle. Work may take place indoors and outdoors in a variety of settings and all weather conditions.

Wears personal protective equipment weighing approximately 70 pounds. May work in high humidity, and environments with extreme temperature fluctuations. Performs tasks in environments that may be immediately dangerous to life and health. Subject to exposure to high stress situations and environments. Subject to extreme noise levels in the work environment.

The physical demands, work environment characteristics, and working conditions described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.