



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Deputy Fire Chief - Administration	DEPARTMENT: Fire Department
IMMEDIATE SUPERVISOR: Fire Chief	GRADE/RANK: 20
	FLSA/ESSENTIAL STATUS: Exempt-Essential

GENERAL DEFINITION AND PURPOSE OF WORK:

Primary responsibilities include developing and managing a comprehensive training program for all department personnel. Assists Fire Chief with department budget development and presentation. Assist Fire Chief with program development and long-range planning objectives. Supervises department part-time and volunteer personnel. Responds to emergency incidents and performs command and control operations. Supervision is exercised over subordinate department personnel. Performs other duties as assigned by the Fire Chief. Assumes duties and responsibilities of the Fire Chief in his absence. Duties are performed under the general supervision of the Fire Chief.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Develops and manages department training program with a goal of increasing department effectiveness and community service, while preventing occupational accidents, deaths,

injuries, and illness;

- Develops and manages training records on all department personnel;
- Manages and coordinates scheduling to maintain a minimum staffing of essential personnel to provide fire and emergency medical services by coordinating personnel and equipment assignments;
- Assists with planning and administering the department records, procurement, budget, and property management, the efficient operation of the entire department;
- Responds to all working or major emergency incidents. May assume command at a large scale emergency incident until relieved by the Fire Chief;
- Participates in fire protection planning and development;
- Performs duties of Fire Chief in his absence;
- Supervises department part-time and volunteer personnel;
- Commands fire suppression and emergency medical personnel in station and on emergency incidents when needed;
- Attends meetings and conferences to keep abreast of new technology, methods, and operations of fire suppression, emergency medical services, and other essential department functions;
- Serves as liaison to the Virginia Department of Fire Programs;
- Serves as liaison with other area departments to coordinate regional training effort;
- Prepares and reviews department reports;
- Participates in fire suppression, emergency medical, and other related incidents as needed and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of methods of instruction, interpersonal dynamics, department communication system and procedures. Ability to communicate in front of an audience effectively. Comprehensive knowledge of Emergency Medical Services, both basic life support and advanced life support. Comprehensive knowledge of department rules and regulations. Thorough knowledge of the physical layout of the City and the location of important buildings and target hazards. Thorough knowledge of supervisory principles and practices; ability to establish and maintain effective working relationships with associates; ability to effectively supervise others at fires and other emergencies; ability to maintain detailed records, files, and generate reports.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to an Associate or higher degree in fire service management or related field, and at least 5 years of fire service management experience.

SPECIAL REQUIREMENTS:

Possession of appropriate driver's license valid in the Commonwealth of Virginia. Must meet and maintain all department training and certification requirements for position including, but not limited to, certifications as Fire Officer IV, E.V.O.C., and EMT-B.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work is performed under general supervision. Supervision is exercised over all department personnel. Individuals will perform difficult emergency protective service work under both emergency and non-emergency conditions. Work frequently involves considerable personal risk when working under emergency conditions. Work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force consistently to perform duty assignments. Work requires climbing, balancing, stooping, pulling, crouching, crawling, reaching, standing, walking, pushing, lifting, grasping, feeling, smelling, and repetitive and combinations of these forces. Vocal communications are required for expressing or exchanging ideas by spoken word, written correspondence and conveying detailed or important instructions to others accurately and clearly. Good hearing is required to handle information received at both normal levels of sound and levels of extreme magnitude. Visual acuity is required for depth perception, color penetration, night vision, and peripheral vision, preparing and analyzing written information. Visual inspection involving small defects and /or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general conditions, surroundings and activities. The worker is assigned to inside and outside environmental conditions, extreme cold and heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing protective breathing equipment. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment for environment and health hazards.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Direct supervision is exercised over three shift Captains and supervision of shift personnel is exercised through subordinate officers.

EXAMPLES OF EXPECTED DECISION MAKING:

Position has daily decision making in administrative areas such as budget management, personnel management and operations management. Makes decisions that directly affect the department and community in the administration and operation of safety programs.

This job description in no way states or implies that these are the only duties performed by this employee. The Deputy Fire Chief - Administration will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Fire Chief and Chief Human Resources Officer

Revised Date: 2019