



# Clifton Fire Protection District Job Description

**Position Title:** Deputy Chief                      **FLSA Status:** Exempt  
**Division:** Administration/Operations              **Supervises:** All Members Assigned  
**Supervised By:** Fire Chief                      **Hours Worked:** Average 2,080 annually

## **JOB SUMMARY**

The Deputy Chief, under the direct supervision of the Fire Chief, oversees the Operations and Training Division of the Department. The Deputy Chief participates in the planning, policy development, and conflict resolution within the department. The Deputy Chief aids in the development of the annual budget and keeps the Fire Chief apprised of essential equipment and training needs as it pertains to budget development. The Deputy Chief develops, directs and reviews the activities and operations as it pertains to fire suppression, emergency medical response, care and transport, hazardous materials mitigation and public education. The Deputy Chief will assist in coordinating assigned activities with other agency officers and outside agencies, and provide highly responsible and complex administrative support to the Fire Chief

The Deputy Chief typically works a 40-hour per workweek schedule, though may often require considerable additional work hours for incident response, meeting attendance and performance of other duties. The Deputy Chief is considered on call beyond the standard 40-hour workweek

## **SUPERVISION RECEIVED**

The Deputy Chief receives supervision from the Fire Chief.

## **SUPERVISION EXERCISED**

The Deputy Chief directly supervises the Shift Captains. The Deputy Chief indirectly supervises Shift Lieutenants, Full-time, Part-time, Reserve and Volunteer Firefighters. The Deputy Chief shall also supervise any Cadet members either directly or through delegation.

## **AVAILABILITY**

The Deputy Chief is considered on call beyond the standard 40-hour workweek. The Deputy Chief is not expected to respond to every emergency call, but is expected to respond to all major emergency calls as outlined in the District's response procedures.

## **RESIDENCY**

There is no residency requirement for the Deputy Chief but is expected to be able to make it to work on time given any weather conditions.

## **RESPONSIBILITIES**

The Deputy Chief has three primary areas of responsibility. Each area is only effective through continuous coordination with designated shift officers/members. Many of the responsibilities include but are not limited to:

### **FIRE/EMS Daily Operations**

- Responsible for the day to day operations of the fire department to include; proper staffing levels and effective response
- Responsible for supervision and guidance of the EMS Coordinator and provides oversight of the EMS delivery and Quality Assurance
- Response to Fire, EMS, Rescue and other incidents as outlined by the fire district's established response guidelines

- Make decisions as to the best methods of handling large-scale emergency and non-emergency incidents and serve as Incident Command in the absence of the Fire Chief
- Aide in the development and implementation of Policy, Procedure, SOP's/SOG's and provide policy guidance
- Provide oversight and direction to and ensure performance of all officers, members and staff both paid and volunteer

#### Training Officer

- Responsible for the development and delivery of training to the members through coordination with Shift Training Officers (Lieutenants and ALS Staff)
- Responsible for ensuring accurate documentation is maintained for both fire and medical related courses and individual member certifications. This can be done directly or through delegation

#### Fire Marshal/Fire Investigation

- Responsible for the activities of the Office of the Fire Marshal to include Plans Review, coordinating with County Officials on permitting processes, overall responsibility of new/existing business inspection program
- Responsible for ensuring proficiency of investigations and documentation of fire related emergencies

In addition to the three areas the Deputy Chief shall have the following responsibilities:

- Under the supervision of the Fire Chief and along with staff, aides in the preparation and presentation of the annual operating budget
- Responsible for enforcing all rules, regulations, policies and procedures of the fire district
- Assists in maintaining the flow of communications and dissemination of information to and from the members
- Must attend all department meetings and other meetings as directed by the Fire Chief, unless on vacation or emergency situation.
- Along with staff, helps prepare, justify, and submit for board approval and ensure compliance of the annual district budget
- Assists with the development of cooperative interrelations between the fire district and surrounding fire districts, Mesa County Officials, federal agencies, local law enforcement agencies and other emergency services agencies
- Assists in finding alternative funding methods, such as grants, and ensuring proper administration of such funding

#### DUTIES

- Respond to emergency calls as outlined in the District's response plan and perform the duties of command as appropriate
- Assumes the duties and responsibilities of the Fire Chief during his/her absence
- Provides appropriate training to the members in the areas of fire, EMS, rescue, hazardous materials, and any other area of emergency response either directly or through delegation
- Meet with the duty shifts on a regular basis to ensure effectiveness of the daily activities, arrange training, prepare for special events, etc.
- Represent the Fire District in a variety of local, county, state and other meetings
- Attend conferences, meetings and various trainings to keep abreast of current trends in the field of emergency services
- Other duties and responsibilities as may be assigned by the Fire Chief

## **MINIMUM QUALIFICATIONS**

- Must have a minimum of ten years of increasingly responsibility in fire suppression and emergency medical response experience, including three years as a Fire Captain or higher rank
- Bachelor's Degree from an accredited college or equivalent experience to perform the duties
- Must have Firefighter II
- Fire Officer I
- Fire Instructor I
- NPFA 1031 Certified Fire Inspector (within one year or first availability)
- IFSAC Fire Investigator (within two years or first availability)
- Colorado or National Registry EMT-Intermediate certification (or able to acquire within the first year of employment)
- Must have the ability to read and write in the English language as to accurately complete legal documents and/or interpret legal and comprehensive documents.
- Previous experience with a combination department would be a desirable asset
- Previous experience as a certified training instructor would be a desirable asset
- A combination of experience, education and training may be considered in lieu of degree and certifications, upon approval of the Fire Chief

## **PREFERRED QUALIFICATIONS**

- Master's Degree in a related field from an accredited College
- Hazardous Materials Technician
- Colorado or National Registry Paramedic
- Fire Officer II
- Fire Instructor II

## **KNOWLEDGE, SKILLS & ABILITY**

- Knowledge of the principles and practices of effective fire and life safety and public administration
- Knowledge of modern management techniques, supervisory and leadership practices, and performance evaluation methods
- Knowledge of principles and methods of budget preparation and monitoring
- Knowledge of facilities, equipment, and personnel needed to provide effective emergency services
- Knowledge of Incident Command including firefighting tactics and strategy, fire ground factors, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire stream management, communications, hazardous materials, special operations, fire ground safety, and major medical operations
- Knowledge of the chemistry and effects of fire on various types of building construction and materials
- Knowledge of the learning process, and the theories, principles, techniques, and aids which may be used in fire and life safety training programs
- Knowledge of the elements and components of an effective fire district Human Resource Management policy and procedures of
- Knowledge of Fire apparatus, equipment, building construction, and building maintenance functions and program development for each
- Knowledge of the theories, methods, and practices of fire investigations
- Knowledge of fire behavior, fire chemistry, firefighter safety, and modern effective firefighting tactics and the ability to implement this knowledge during high stress situations
- Knowledge of public administration, accounting principles, budget planning and control, principles of management, performance evaluation and public relations

- Knowledge of proper documentation of incident information, report generation and statistical information
- Knowledge and skill to effectively solve practical and dynamic problems with a variety of challenging environments
- Possess excellent communication skills both written and oral, for effective and appropriate interactions with board members, subordinates and the public
- Possess skills for motivating, communicating with and instructing/training others, using both technical and non-technical language to explain complex subjects and processes
- Possess skills in the safe and proper operation and use of modern emergency equipment and tools
- Possess superior skill in writing legal documentation for, emergency incidents, reports and for responding to questions to the public and/or legal counsel
- Possess skills in supervising, evaluating, training and motivating employees
- Possess superior skill in oral communication in one-on-one and/or group situations
- Possess skill in utilizing public relations techniques in response to inquiries and/or complaints
- Possess skill in establishing and maintaining effective working relationships with Federal, State and other local fire and emergency management officials, elected officials, subordinate staff and District residents
- Understands and utilizes principles of supervision, interaction management, and delegation of authority
- Possess skill of emergency medical scene management and appropriate patient treatments by Basic Life Support and Advanced Life Support providers
- Possess the necessary skills to be able to professionally deal with members of the public
- Possess the necessary knowledge and skill to handle personnel disputes, arguments and disagreements without allowing for unnecessary escalation
- Ability to recruit, select, train, and supervise department personnel
- Ability to perform work in extreme conditions requiring good physical condition
- Ability to make independent judgments which have critical impact on the organization
- Ability to deal persuasively and effectively with property owners and the general public
- Ability to think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations
- Ability to react to emergency situations quickly and calmly to adopt effective courses of action, giving consideration to surrounding hazards and circumstances
- Ability to assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time; and express ideas, clearly and concisely, both verbally and in writing

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to; sit, talk, hear, stand, walk, use hands and fingers to; feel, handle or operate; objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in the office environment, in vehicles and outdoor settings, in all weather conditions, including temperature extremes during day and night hours throughout the year. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with firefighting operations and rendering emergency medical care including but not limited to; smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and is occasionally exposed to wet or extreme dry conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration. The possibility of coming into contact with blood-borne pathogens in body fluids exists.