



City of Greenfield

DEPUTY FIRE CHIEF

Job Title:	Deputy Fire Chief
Department:	Fire
Reports To:	Fire Chief
Employee Type:	Fulltime
FLSA Status:	Exempt
Effective Date:	07.01.2022

Position Description

Under the general supervision of the Fire Chief, plans and oversees all fire and EMS operations to include training and personnel. Oversees the logistical needs of the fire department to include, fleet maintenance, facilities maintenance, equipment maintenance, and purchasing supplies. The Deputy Fire Chief ensures conformance with City and Department policies and procedures, and applicable state and federal laws and regulations in assigned areas of responsibility; fosters and maintains a cooperative and safe work environment; and performs other work as required or assigned.

The Deputy Fire Chief shares Duty Chief responsibility with the Fire and may assume the role of the Fire Chief in the latter's absence when approved.

Class Characteristics

This position performs administrative and operational functions typical of a municipal fire department. The incumbent is required to conduct/attend Department training as assigned or scheduled, to respond to emergency incidents and participate in emergency operations as needed.

Essential Duties

Duties may include, but are not limited to:

- Supervision of the Department's full-time and part-time suppression personnel, including program administration, training oversight, and day to day supervision
- Selects, trains, motivates, supervises, reviews and evaluates the work of subordinate staff and provides for their professional development; recommends and administers discipline as required
- Develops cooperative working relationships with other local fire departments

- Responds to emergency or unusual situations in conformance with state and federal laws and regulations, and City policies and procedures
- Fosters and ensures a safe cooperative and safe work environment
- Serves as Fire Chief in the Chief's absence or as assigned.

Qualifications

Education: An associate degree (or the ability to obtain within two years of employment) in a related field required, with a bachelor's degree in public safety, business, public administration, or other related field of study is highly desirable. All higher education diplomas must have been earned from an accredited college or university.

Experience: Sufficient fire experience in a municipal fire department or special district providing fire protection services. Experience in the fire service serving in administration and/or mid-level management is highly desirable.

Knowledge and Abilities:

Knowledge of:

- Fire department administration, including organization, staffing, financing, equipment management and maintenance, communications and record keeping.
- Applicable fire and life safety laws, regulations, standards, and recognized best practices.
- Applicable workplace safety laws, regulations, standards and recognized best practices.
- Applicable employment laws and regulations
- Principles of supervision and emergency incident management
- Capabilities and limitations of a wide variety of fire apparatus and equipment

Ability to:

- Lead personnel effectively and maintain discipline;
- Organize, implement and supervise departmental goals and coordinate training;
- Interpret, explain and apply fire prevention laws and departmental rules and regulations;
- Represent the Department in public forums and public safety committees;
- Establish and maintain cooperative relationships with those contacted during course of work.
- This position is considered safety sensitive and is subject to the City's drug and alcohol random testing policy.
- Effectively motivate, lead, direct, supervise, and evaluate personnel
- Communicate effectively orally and in writing

- Foster and maintain effective working relationships with department personnel, other City staff, outside agencies/organizations, and the general public
- Promote the mission, values and performance standards of the department, with focus on high quality public service.

Requirements:

- Possession of a valid (Class C) California Driver's License and compliance with the City's vehicle use policy.
- Possession of a valid State of California Emergency Medical Technician or higher and valid CPR certificate
- Possession of California state Board of Fire Services Fire Officer certification or equivalent.
- Possession of Incident Command System (ICS) 400 Certificate.
- Possession of National Incident Management System (NIMS) 700 and 800 certificates.
- Possession of California State Board of Fire Services Chief Officer certification within two (2) years of appointment.
- Possession of California State Board of Fire Services Fire Instructor I certificate within six (6) months of appointment.
- Possession of Hazardous Materials On-Scene Commander Certificate within one (1) year of appointment.
- External candidates are required to satisfactorily complete a pre-employment medical and psychological examination.

Working Conditions:

The Deputy Fire Chief primarily works in a business office environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling, pushing/pulling, reaching in all directions, and prolonged periods of time working at a computer terminal; will work infrequently at emergency incidents or in an Emergency Operations Center.