



## JOB DESCRIPTION

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<b>TITLE:</b>	Deputy Fire Chief
<b>DEPARTMENT:</b>	Fire
<b>GRADE:</b>	21
<b>FLSA:</b>	Exempt
<b>EEO DESIGNATION:</b>	Officials/Administrators
<b>REVISION DATE:</b>	06/19/19
<b>POSITIONS SUPERVISED:</b>	Battalion Chiefs

### **POSITION SUMMARY**

The Deputy Fire Chief is an Appointed position by and under the general supervision and direction of the Fire Chief and is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a). The Deputy Fire Chief manages the operations and activities of the Fire Department and provides general and complex staff assistance to the Fire Chief.

### **ESSENTIAL FUNCTIONS:**

- Provide staff assistance to the Fire Chief; prepare and present reports and other necessary correspondence to the Fire Chief, City Manager and City Council.
- Serve as the Draper City Emergency Manager. Coordinate with city, county and state counterparts. Oversees NIMS and ICS training.
- Respond to emergency incidents and planned events; assumes the duties and responsibilities of the Incident Commander, Command Staff, and/or ICS General Staff as appropriate.
- Resolve difficult inquiries and complaints, investigate complaints and implement or recommend corrective action as appropriate.
- Assist in the development and administration of the assigned budget; forecast additional funds need; and assist in the monitoring and approval of expenditures.
- Represent the Fire Department in meetings with other City departments and outside agencies and exercise decision-making authority at meetings.
- Supervise Battalion Chiefs including hiring, performance management, employee development and training, coaching, and initiating corrective action.
- Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.
- Ensure proper maintenance and availability of equipment, apparatus, buildings and other facilities.
- Submit reports as required detailing activities of the department.
- Temporarily assume the duties and responsibilities of the Fire Chief as assigned.
- Performs other related duties, as assigned.

### **MINIMUM QUALIFICATIONS:**

Twelve (12) years of full-time broad municipal fire service work to include a minimum of four (4) years of supervisory experience with a minimum of one (1) year as a Battalion Chief.

OR

Ten (10) years of full-time broad municipal fire service work to include a minimum of four (4) years of supervisory experience with a minimum of one (1) year as a Battalion Chief AND a Bachelor's



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Degree from an accredited college or university with major coursework in fire science, emergency management, business management or another related field.

Must satisfy the medical requirements of National Fire Protection Association (NFPA) Standard 1582 and at all times maintain a fitness level that meets or exceeds the minimum standard of the department physical ability test.

Must possess a valid Utah driver license.

Must maintain a current EMT, AEMT, or Paramedic Licensure.

Must possess Fire Officer I certification.

Must have successfully complete all required Homeland Security courses including NIMS and ICS training to include 100, 200, 300, 400, 700, & 800.

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

1. Ability to effectively and efficiently manage the day-to-day operations of a municipal Fire Department;
2. Ability to resolve complex issues, in a legally defensible, consensus building manner.
3. Ability to develop, learn, and implement departmental policies and procedures.
4. Ability to operate a personal computer and Microsoft products to include the skill in creating reports as needed.
5. Ability to communicate information and ideas clearly and concisely, in writing and verbally.
6. Skill to read, interpret, and apply laws, rules, and regulations, and policies.
7. Skill in working with others and establishing strong communication with city employees, outside agencies, and the general public.
8. Ability to evaluate information against a set of standards.
9. Supervise subordinate personnel, groups and/or organizations.
10. Remain sensitive to the community's needs and Vision and Mission of the City Council and City Administration.
11. Participate in and/or command difficult emergency operations.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Exposure to weather extremes and seasonal conditions. Response to emergencies may involve exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Subject to emergency call back 24 hours per day 365 days per year. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in normal course of job performance. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.



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*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*