



Deputy Fire Chief

The job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

This position is FLSA Exempt.

General Summary:

To manage, supervise, plan, and coordinate the activities and operations of various aspects of the Fire District including Operations and Training; to coordinate activities with career/part-time staff, outside agencies, and the public; and aids the Fire Chief to resolve complex matters. Works under the general guidance and direction of the Fire Chief.

Essential Duties and Responsibilities:

- Assume management of daily shift operations and activities and coordinate Fire, EMS, Training, and Prevention duties. May act as Fire Chief during the absence of Fire Chief.
- Participate in the development and implementation of goals, objectives, policies, and priorities for department programs; recommend appropriate service, and staffing levels in accordance with department policy; recommend and administer standard operating policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery procedures and methods; assess and monitor workload, identify opportunities for improvement and assist with implementation.
- Responsible for the coordination of special projects at the direction of the Fire Chief.
- Participate in the selection of District personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline as appropriate; prepare performance appraisals of assigned personnel; counsel employees and document as appropriate.
- Assist in preparation of the annual budget; recommend forecast for needed funds for equipment, materials and supplies and monitor expenses.
- Plan, direct, coordinate and review career pathways with appropriate personnel; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Manage incidents utilizing the Incident Command System procedures.
- Participate in a variety of operations activities and programs including training, oversight of emergency scenes, and equipment operations and maintenance; participate in activities and operations in response to natural and man-made disasters, major accidents, incidents involving hazardous material, and other emergency situations.



- Carries out duties in conformance with Federal, State, County and District laws and ordinances.

Other Required Duties, Responsibilities, Skills and Knowledge:

- Provide staff support to a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, Emergency Medicine, training and prevention.
- Have good oral and written communications skills and the ability to plan, supervise and coordinate the work of subordinates.
- Collect and maintain appropriate records for assigned divisions.
- Manage and coordinate the inspection and maintenance of department equipment and vehicles.
- Supervise the maintenance of property and equipment owned by the district and report needed repairs to the Fire Chief.
- Assist with researching grants and other alternative funding opportunities.
- Acquire and maintain specialized training/certification as required.
- Meet with district board, elected officials, other Fire/EMS officials, community and business representatives and the public on all aspects of District activities.
- Perform other duties as assigned.

Qualifications:

- Colorado State Certification as an Emergency Medical Technician or above.
- Colorado State Certification as Firefighter 2 and Haz Mat Operations.
- Hold a current Colorado driver's license.
- Colorado State Certification as Fire Officer 1, with the ability to obtain Fire Officer 2 within one year of hire.
- ICS 300
- NWCG S190-S130
- Must have experience working at the rank of company officer or above of a comparable size fire district or department and a minimum of 8 years' experience with a paid or volunteer fire department.
- Possess a high school diploma or GED equivalent.
- Higher education experience, preferable in business management, public administration or fire science.
- Must have the ability to maintain effective working relationships with paid/part-time staff and board members.
- Must have considerable experience in all phases of fire department operations and have thorough knowledge of modern firefighting, hazardous material control rescue and EMS functions and fire prevention practices.
- Must pass a district physical, background investigation and drug test.



Work Environment:

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

Work is performed primarily in office, vehicle, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions.

Tools and Equipment Used:

- Be able to drive a car, pick-up truck. Use emergency medical equipment, fire apparatus, fire pumps, hoses and other standard ambulance and firefighting equipment, ladders, radios, pagers. Basic office equipment such as computers, phones, cell phone, copy and fax machines.