DEPUTY FIRE CHIEF

POSITION SUMMARY

Under the direction of the Fire Chief, coordinates and supervises fire prevention, fire investigation and other services to safeguard lives, property and the environment.

RESPONSIBILITIES

Essential Duties:

- Uses leadership, team-building skills, and strategic thinking to plan, coordinate, supervise, motivate and evaluate the activities of companies and other personnel.
- Assumes responsibility for the operation of the fire prevention division.
- Assists in the development of codes and standards, reviews building plans and site plans fire/life codes and safety standards.
- Participates in the preparation of shift work assignments; participates in the development and implementation of goals, policies and priorities; identifies opportunities to improve service delivery, anticipates resource needs and assists in implementation of improvements.
- Participates with budget development.
- Serves as department's health officer to manage health and fitness programs.
- Assures accurate completion of all aspects of NFIRS & other special reports, incident reports, occupancy information, etc.
- Maintains proactive communication with the Fire Chief and Department Staff
- Attends staff, department, shift and any other meetings to ensure success of the department.
- Performs other duties of a comparable level/type as required.

Knowledge, Skills and Abilities (position requirements at entry):

- Thorough knowledge of modern fire prevention, suppression, emergency medical treatment and rescue and support principles, procedures, techniques and equipment, including knowledge, skills and ability in the incident command system.
- Thorough knowledge of standards and regulations of the Fire Service.
- Knowledge of educational methodology
- Knowledge of managerial principles and procedures.
- Ability to oversee all types of fire/rescue operations, using NIMS Incident Management System
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to plan, organize, assign, direct and inspect the work of subordinates.
- Ability to communicate effectively verbally and in writing
- Ability to keep technical records and make reports
- Ability to perform work requiring good physical condition
- Ability to establish and maintain effective working relationships with employees, other agencies and the public.

Judgment/Decision Making:

- Assumes responsibility for development and implementation of basic and advanced fire training of department personnel; insures that all proper fire prevention, fire suppression and rescue procedures are being followed.
- Responds to major emergency incidents which include: Fire, EMS, Hazardous Materials, Complex Extrication, Specialized Rescue, and Natural and Man-Made Disasters. Serves as or assists incident commander in accordance with incident command policy and procedures; serves as department safety officer or may fill various roles and responsibilities within the incident command system relating to command staff and/or command functions as an incident becomes more complex.
- Assumes responsibility to research and develop training programs; coordinates certification processes and prepares and maintains accurate records of training.
- Evaluates training needs of the department

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Works under the broad direction of the Fire Chief. Accepts responsibility and is accountable for shift/division performance.

Relation to Others:

- Supervises all career and part-time fire department staff on assigned shift, either directly, or through Captains, Lieutenants, Fire Fighters and other personnel.

SKILLS

Education and Experience (position requirements at entry):
Bachelor's degree from an accredited college or university in Fire Science, Public Administration, or related field and;

- Five (5) years of progressively responsible experience in a career or combination Fire Department, with a minimum of two years of supervisory experience which must have been equivalent to Fire Lieutenant or higher; OR
- Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job is acceptable.

Special Requirements (position requirements at entry):

- Must possess, or be able to obtain by time of hire, a valid Driver's License
- State of N.D., ProBoard and/or IFSAC Hazardous Materials Operations certification.
- State of N.D., ProBoard and/or IFSAC Fire Fighter I certification.
- State of N.D., ProBoard and/or IFSAC Fire Fighter II certification.
- State of N.D., ProBoard and/or IFSAC Fire Instructor I certification within 1-year of hire.
- State of N.D., ProBoard and/or IFSAC Fire Officer I certification within 1-year of hire.
- NIMS/ICS 100, 200, 300, 400, 700 and 800.
- AHA BLS Provider Level Instructor Certification.

WORKING CONDITIONS

Environment:

- Physical requirements: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to hazardous conditions including but not limited to: fumes, odors, dusts, gases, chemicals, poor ventilation, body fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
- Work involves episodes of strenuous physical activity, routine exposure to the threat of physical harm including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against.

CLASSIFICATION: Grade 20 (G-20)
FLSA: Exempt
Created: 10/16/15
Approved by CSC: 10/20/15
Approved by City Commission: 11/16/15
Updated: 05/29/19 by HR/Chief Sivak; 7/19/19 by HR/Chief Sivak
Updated: 04/15/21 By Chief Presnell, CA Winningham, HR Nameniuk (Reclassify Fire Marshall position by combining Assistant Fire Chief and Fire Marshall job descriptions) Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
Approved by City Commission: 04/21/2021