



DEPUTY FIRE CHIEF

5554

GENERAL DESCRIPTION OF CLASS

The DEPUTY FIRE CHIEF supervises and directs fire department functions on an Air National Guard installation. Employees in this class supervise shift personnel, the maintenance of fire department equipment, direct technical service facility inspections, oversee training of fire department personnel, and direct fire fighting crews when responding to fires or emergencies.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not meant to be inclusive and are characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below or other related duties.

1. Supervision

Direct daily shift personnel by planning, assigning, and reviewing work. Evaluate employee performance and prepare performance appraisals. Recommend hiring of staff, resolve personnel problems, complaints, and formal grievances at the first level. Coordinate the Department of Defense (DoD) certification requirements. Counsel employees in work related activities and career development. Direct the Fire Department's Public Education Program which includes fire and life safety. Provide oversight for the Fire Department Training Captain. Track and record training and make sure files include required certifications.

2. Program Management

Plan, schedule and conduct facility inspections and makes sure reports are recorded in compliance with applicable laws, rules, regulations, and Air Force Instructions. Develop the fire department budget and monitor expenditures for the Fire Chief. Keep records, write reports and do other duties using a variety of personal computer software applications. Manage the fire extinguisher program. Conduct maintenance inspections.

3. Fire Fighter

Supervise and direct fire fighting crews. Respond to structural and crash fires or emergencies. Provide initial command and control emergency medical scenes. Direct restoration of employees and equipment to "ready" status after emergencies. Drive and operate emergency vehicles to fire scenes. Maintain supply inventory. Maintain all apparatus and equipment. Test and maintain water supply systems including sprinklers, Aquis Film Forming Foam (AFFF) systems and hydrants.

4. Miscellaneous

Represent the Fire Chief at meetings and conferences. Conducts special surveys and investigation related to fire matters. Serve as a member on various work related committees.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular in-person, telephone, radio, and/or written contact with shift captains, civil engineer personnel, installation employees, other fire departments, and the public to conduct inspections, collect information or report findings, or to schedule and conduct inspections or fire/safety training.

SUPERVISION RECEIVED

Employees in this class receive general supervision from the Fire Chief. Work is assigned by the fire chief and is updated both orally and in writing. Contact with the fire chief occurs in order to give periodic updates on the status of the fire department, discuss policy issues, resolve problems or receive guidance on politically sensitive issues.

Employees use state and federal guidelines, directives and procedures to do their work. These guidelines detail authority, jurisdiction and steps to follow when responding to fire or emergency situations.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Firefighting and aircraft rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of the various types of fire apparatus and equipment.
Fire science principles and fundamentals.
Laws, codes, and regulations that pertain to fire and life safety requirements.
Theory, principles, and practices of fire prevention.
Building construction, fire protection components and features, and their inter-relationships with other elements with regard to fire and life safety design and configuration.
Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials, fuels, and objects.

General knowledge of:

Firefighting strategy and tactics.
Fire hazards associated with the storage, handling and use of various hazardous materials, and the functions of products testing agencies.
Principles of management including fiscal and budgetary procedures, personnel management, supervision, and governmental organization.

Skill to:

Motivate, develop and direct people as they work, identifying the best people for the task at hand.
Manage one's own time and the time of others.
Operate a personal computer and use a wide variety of software applications.
Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Communicate orally and in writing with a variety of people, answer questions and explain information or decisions.
Give full attention to what other people are saying, take time to understand their points of view, ask appropriate questions and not interrupt at inappropriate times.
Consider the relative costs and benefits of potential actions and choose the most appropriate one(s).
Handle complaints, settle disputes or disagreements, and discipline subordinates in accordance with policy and in a manner that will deter future ineffectiveness.
Establish and maintain harmonious relations with others both inside and outside the fire department.
Maintain personal composure under adverse or stressful conditions.
Collect information and prepare written reports.
Prepare and maintain important records and reports by hand or computer.
Interpret and apply fire and life safety codes and regulations.
Interview witnesses, firefighters, and other persons involved with a fire incident to gain information.
Instruct effectively and stimulate interest when training fire personnel or the public.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division