# Job Description

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| Job Title: | Deputy Fire Chief | Classification: | Classified |
| Department: | Fire | Grade: | 362 |
| Occupational Group: | Fire | FLSA: | Exempt |
| Status: | Full-Time | Supervisory: | Yes |

## Primary Purpose

Under limited supervision; supervises the day-to-day operations/functions of the Joplin Fire Department.

## Essential Job Functions

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.*

1. Assists in the oversight of the day-to-day activities of all fire suppression/emergency assistance staff.
2. Assists in the development and maintenance of department response plans to include personnel, equipment, training, and response procedures.
3. Assists in the management of emergency incidents including implementing and assuming command as necessary to facilitate the efficient, effective, and safe deployment of staff and equipment; ensures that the emergency scene is controlled as quickly and effectively as possible. Responds to fire, emergency assistance, and rescue calls as appropriate.
4. Schedules, prioritizes, assigns, reviews, and evaluates staff and programs.
5. Assists in the development, marketing, and implementation of new and innovative concepts for fire department programs and services that facilitate achievement of department goals. Recommends and develops draft departmental policies and protocols for review by the Fire Chief. Implements approved policies and protocols throughout the Department.
6. Builds partnerships with internal and external departments and agencies to avoid duplication of efforts, coordinate services; facilitates effective and efficient service provision.
7. Analyzes data; meets with other Departmental management staff to identify departmental performance and response time or problems. Coordinates with management staff to identify changes or improvements in response to data analysis.
8. Identifies barriers to attaining departmental goals and objectives; develops action plans to resolve or reduce barriers. Recommends additional or modified services that may be provided or needed in the community and creates recommendations for review by the Fire Chief.
9. Meets with school groups, business officials, other City management staff, and City residents to explain fire safety/fire prevention practices and techniques and inform them about the functions of the Joplin Fire Department.
10. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
11. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Fire Chief issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
12. Participates in hiring and promotional processes by providing critical input to the Fire Chief and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

13. Develops and manages the division's annual budget and serves as the subject matter expert for the Department's operational budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Fire Chief to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
14. Contributes effectively to the Fire Department, communicates effectively with co-workers, both within Fire as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

## Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

## Minimum Qualifications

**Knowledge of:** Fire suppression principles, methods, techniques, and practices; general management principles including employee supervision, evaluation, coaching, and training; equipment requirements for effective fire suppression; fire operation techniques, purpose, and use of various tools, equipment, vehicles, and apparatus used in fire suppression, rescue, and medical assistance operations; first aid, CPR, and other basic emergency medical assistance techniques; City's fire safety codes and ordinances; City's Personnel Rules and Regulations; street names and locations in the City; Microsoft Office Suite.

**Skill in:** Establishing and maintaining effective working relationships; following complex oral and written instructions, procedures, and guidelines; effectively supervising and managing personnel; managing emergency scene operations; applying basic or advanced emergency medical assistance techniques; preparing and conducting employee training programs; performance evaluation and coaching techniques; utilizing applicable communications equipment used in emergency and non-emergency operations; utilizing applicable computer software and hardware; Microsoft Office Suite.

**Education:** Graduation from an accredited college or university with a Bachelor's degree in Fire Science, Fire Service Administration, or related discipline.

**Experience:** Five years in a command staff position with a fire department of equivalent or larger size and scope is required. Command staff experience in an agency of smaller size or scope will be considered with additional years of experience.

**Licenses and Certifications:** Possess and maintain a valid state issued driver's license; certification from an International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) accredited agency as a Firefighter I and II; certification as a Missouri EMT-Basic from the State of Missouri; certification from IFSAC as a Driver/Operator; and completion of Fire Officer I and II.

## Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this

classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Occasional field work may require exposure to unstable buildings, hazardous chemicals, bodily fluids, infectious diseases, air, and blood borne pathogens when responding to both emergency and non-emergency incidents. May occasionally be required to lift, carry, push, and pull materials and objects weighing over 100 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasional field work may be required including response to emergencies which may include exposure to outdoor elements, hot and cold temperatures, and temperature swings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Work requires wearing of a Self-Contained Breathing Apparatus (SCBA) and confining equipment or gear for an extended period. Must meet and maintain NFPA 1582 and other applicable Federal, State, and Departmental physical fitness and physical training standards established prior to and during employment. Complete and maintain training requirements for Haz-Mat, Department of Homeland Security National Incident Management Systems, and all annual training required by FEMA. Must be 18 years of age.

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| Revision Date: 11/01/2021 | Type of Change: Update position |
| Revision details: City-wide job description revision and updates. | |