


# East Lake Tarpon Special Fire Control District

	<b><i>SOG 207 Job Description-Deputy Chief</i></b>	
	<b>Implementation Date: 07/26/2011</b>	<b>Revision Date(s): 05/27/2014, 04/23/2019</b>
		<b>Reviewed Date(s): 04/01/2019</b>
	<b>Forms or Attachments: None</b>	

**POSITION TITLE: Deputy Chief**

**IMMEDIATE SUPERVISOR: Fire Chief**

**EMPLOYMENT HOURS: 40 Hours**

**POSITION STATUS: Exempt**

**ACHIEVEMENT METHOD: Appointed by the Fire Chief along with advice and consent of the Board of Commissioners**

## **General Description:**

The Deputy Chief is second in command of the Department and is under the direction of the Fire Chief. In the absence of the Fire Chief, the Deputy Chief assumes all responsibilities and authority of the Fire Chief position. The Deputy Chief will respond to and assist with the management of emergency incidents.

## **Responsibilities and Essential Job Functions:**

- Directly supervises the Assistant and Division Chiefs. Supervisory duties include instructing, assigning, reviewing and planning the work of others, maintaining standards, coordinating activities, allocating personnel, selecting new employees, acting on employee problems, recommending employee transfers, promotions and discharge, budgetary oversight and approving disciplinary actions.
- Serves as the Department Operations Officer. Assigns and delegates operational responsibilities to the Division Chiefs.
- Serves as the Department Occupational Health and Safety Officer in accordance with NFPA 1521, Standard for Fire Department Safety Officer. Also serves as chair of the Department Safety Committee.
- Serves as the Department Professional Standards Officer. Manages the Department's Internal Affairs and citizen's complaint process. Conducts and investigates to ensure

integrity of complaints made against employees of the department to maintain professional standards.

- Recommend and assist with the development of codes and ordinances.
- Research and locate needed information to deal with code applications and violations.
- Responsible for or the management of the plan review process for commercial, industrial business, multi-family housing units, residential plats, schools, nursing homes, churches, public assemblies, and similar buildings.
- Responsible for management of the plan review process for fire protection systems, fire alarm systems, and water supply systems submitted for approval.
- Maintains records of inspections, investigation, and plans review.
- Manage the various programs for inspections of properties for hazard identification, risk reductions, and code enforcement.
- Assist Training Division with the development and implementation of training programs, inspection techniques, injury prevention programs and fire investigation techniques.
- Responsible for the management of programs for the investigations of fires to determine cause and origin.
- Assists in collective bargaining as a management representative.
- Assists in the annual preparation of the Department budget.
- Maintains a professional and cooperative working relationship with other fire and emergency medical service groups and associations.
- Participates in seminars, conferences and training courses; keeps abreast of technological advances related to firefighting/EMS activities, as well as personnel administration, laws and regulations.
- Represents the Department at Municipal, County and State meetings in areas of human resources, operations and other management subjects as determined by the Fire Chief.
- Attends and participates in staff meetings; attends and participates in other Department meetings and special committee meetings as needed.
- May be assigned by the Fire Chief special projects for coordination, research and development and/or implementation.
- May respond to any emergency situation for purposes of observing and evaluating the effectiveness, proficiency and efficiency of Department Personnel.
- Prepares specifications needed for the appropriation and subsequent purchase of supplies, equipment and vehicles.
- Possess the ability to manage and motivate assigned personnel to maximize the efficiency and effectiveness of the delivery of all services by the Department and to promote team unity.
- Demonstrates thorough knowledge and adheres to all Department Policies and Procedures.
- Strives to maximize effective communications between assigned personnel, Administration, other employees throughout the Department and the general public as necessitated by the position.

- Assist the Fire Chief with labor negotiations and relations, serves as a member of the Departments labor/management relations team and negotiation team.
- Assists, along with other staff members, in the formulation of the annual budget.
- Serves as a member of command team or staff at major incidents.
- Performs independent research for recommending changes in Standard Operating Procedures.
- Monitors compliance, with Department of Labor Safety Rules and applicable standards such as NFPA 1500.
- May present reports, both orally and in writing, to the Board of Fire Commissioners.

### **Minimum Qualification Requirements:**

#### **Education and Certifications:**

- Bachelor's Degree from an accredited college or university with a major in Fire Administration, Business, Labor Relations, or Public Administration.
- Completion of ICS-100 (G100), ICS-200 (G200), ICS-300 (G300), and ICS-400 (G400).
- Florida State Minimum Standards certificate as a Firefighter as authorized by Florida State Statute 633.
- Florida State Fire Officer I certification. (Florida Fire Officer IV required as of 10/1/2023).
- Florida State EMT/Paramedic certification
- Shall have and maintain a valid State of Florida driver license.
- Must be bondable.

#### **Knowledge, Skills and Abilities:**

- Minimum of 15 years' experience in the fire service with at least 5 years in a supervisory position.
- Effective written and oral communication skills.
- Ability to act effectively in emergency and stressful situations.
- Ability to work effectively with others.
- Ability to perform inspections and prepare reports.
- Knowledge of modern fire prevention principles, procedures, techniques and equipment.
- Knowledge of, and experience in, the application and interpretation of fire codes and standards.
- Knowledge of, and experience in, the application of codes involving life safety.
- Knowledge and understanding of building codes related to fire and life safety.
- Knowledge of and experience in construction methods and materials related to fire safety.
- Ability to provide leadership within the department and in the community.
- Ability to effectively apply standard fire prevention techniques.

**Physical Requirements:**

- Must meet the physical requirements of NFPA 1582.

**Additional Desired Qualifications:**

- State of Florida Fire Inspector Certification.
- Completion of the Executive Fire Officer Program at the National Fire Academy and/or credentialed as a Chief Fire Officer through the Commission on Professional Credentialing.

**Environmental Conditions:**

A considerable amount of time is spent working inside Station facilities. Outside work may be performed in emergency conditions which often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying and inclement weather.

**Note:** Reasonable considerations will be made to accommodate for qualified individuals with a disability.