



Job Description – Deputy Chief

Position Summary:

The Deputy Chief over Resources reports to the Assistant Chief of Support Services, and is responsible for shift coverage, planning, scheduling, supervising, and administering a comprehensive fire and EMS training program and coordinating the in-service training and safety programs in the Superstition Fire & Medical District.

The Deputy Chief over Training reports to the Assistant Chief of Emergency Services and is responsible for procuring and distributing fire/medical equipment, personal protective clothing, portable radios and other communication equipment for the Fire District.

Essential Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Resource Assignment

- Manages the requisition, storage, and distribution of fire equipment and personal protective equipment for the Department. Plans, coordinates and/or handles the repair of damaged equipment, facilitates the issuance and maintains inventories of all equipment. Coordinates the issuance/retrieval of employee equipment. Facilitates and coordinates the annual departmental equipment inventory
- Develop a system / process for central delivery, distributions, ordering, and receivership of goods
- Negotiates, monitors and administers the department equipment contracts. Audits invoices; serves as liaison with vendors; investigates complaints
- Participates in the development and control of the division equipment budget
- Participates in updating, formulating and verifying new or existing vendor bid specifications
- Receives and inspects fire service tools and equipment for damage or specification discrepancies
- Oversees outside labor repairs, recalls, warranty claims and related paperwork.
- Writes specifications and makes budget recommendations on certain inventory items.
- Identifies characteristics and maintenance needs of a variety of equipment and tools.
- Maintains records of equipment inspections and repairs per legal requirements, established standards and National Fire Protection Association (NFPA) regulations.
- Represents the interests of the District in dealing with outside vendors, contractors, and warrantors.
- Participate in the review, selection and management of external content development vendors.

- Operates a city vehicle to drive to fire stations for retrieval and return of employee equipment and fire service tools and equipment.

Training Assignment

- Responsible for the evaluation of the Accreditation Program and standards, Insurance Service Office (ISO), and NFPA 1710 compliance. Gathering and analyzing performance metrics that includes turnout, travel, on-scene, deployment, and reliability times
- Attend, support, and collaborate with the Regional Operations Consistency Committee (ROCC), the East Valley Training Consortium, and Valley Safety Officers
- Manage Special Operation Programs; Technical Rescue Team, Wildland, Hazardous Materials, through the budget process and develop strategies and solutions for performance compliance and enhancement May function as incident commander, senior advisor or support officer during emergency operations, provides BC coverage, and attends Senior Leadership Team meetings and Board Meetings as needed
- Direct the development, administration, and coordination of the EMS/Fire training program; define performance standards for suppression personnel, engine companies, transportation personnel and volunteers to meet District and industry standards
- Communicate training and performance issues and concerns, as well as recommended solutions, to senior staff regarding fire service and emergency operations
- Manage the re-certification processes of emergency medical care
- Maintain all records, electronic files, and logs related to training received by SFMD personnel, including statistics on training results and participant evaluations
- Prepare and manage the budget for the Training Department and serves as a key contact through the training development and delivery processes
- Clearly define, update, and communicate organizational objectives

Knowledge, Skills, and Abilities:

Knowledge of:

- Modern management principles and practices
- Management of Fire District operations, effective supervision techniques, principles, practices and techniques of firefighting and emergency operations
- The laws, codes, ordinances, and regulations related to an autonomous Fire District
- Building materials, construction, and the principles of combustion; building extinguishing and alarm systems
- Principles and practices used in fire attack
- Effective writing techniques; computer operating systems and software applications
- Hazardous materials management; incident command system; effective training development; principles of safety program development and management
- Local geography and emergency resources

Ability to:

- Read and interpret various written materials and documents relating to training and safety
- Comprehend and explain technical and other information in a clear, concise manner
- Utilize organizational skills to effectively reorganize priorities and multi-task
- Interact with members of the public as well as with other members of District staff
- Set and manage internal and external expectations in a positive and mutually beneficial manner; grasp strategic concepts relating to overall business needs and solutions

- Identify learning needs, skills and competencies based on observation of training exercises and employee/company performance in emergency situations and in turn utilize the information to develop training programs to correct and improve training and overall performance
- Creatively problem solve and effectively communicate solutions
- Remain clear-headed and diplomatic in stressful situations
- Efficiently utilize resources to complete projects, prepare instructional materials, lesson plans, information sheets, written examinations and visual aids
- Present information in a manner that is readily understood; utilize written skills, including spelling, grammar, and writing standards; keep detailed records

Required Training and Experience:

- Bachelor's Degree in Fire Science, Business, or related field and seven consecutive years of service with SFMD with two years as a Battalion Chief or above
- Certified Arizona Paramedic preferred

Licensing, Certifications, and other Requirements

- Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE)

Work Environment / Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to use hands to feel or manipulate objects, tools or controls
- Occasionally required to stand, walk, sit, or reach with hands and arms, climb or balance
- Occasionally lift and/or move up to 70 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Drive vehicles, operate a personal computer, read small print on documents and maps, detect subtle shades of color, hear and speak well enough to communicate over the telephone, radio, and in person at distances up to 50 feet over the noise of equipment
- Must be physically fit enough to carry fire equipment as needed, walk over rough terrain, climb hills, open and close heavy gates, load and unload vehicles, and work outdoors for long periods of time in all types of weather conditions
- Safely wear and work in a self-contained breathing apparatus (SCBA) without medical or physical restrictions; stamina to perform administrative functions and meet physical and mental demands during an extended emergency
- Attend meetings seminars, and conferences during or after work hours
- Travel out of town or out of state for several days at a time
- Work under adverse conditions such as those inherent in emergency firefighting situation

EQUAL EMPLOYMENT OPPORTUNITY:

SFMD is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status (ARS 41-1463). Additionally, this position description does not constitute an employment agreement between the employer

and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting the HR Manager at (480) 982-4440 X132. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation.