



## Job Description – Deputy Chief

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### **Position Summary:**

Under general direction of the Assistant Chief of Emergency Services, the Deputy Chief 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 may also be required to perform various other duties as required.

The responsibilities of the Deputy Chief will fall into three primary categories:

*Strategic Direction:* identifying and satisfying strategic objectives through statistical analysis, program evaluation and management, and provides appropriate solutions in support of performance excellence for current and future training and development requirements.

*Training Operations:* ensuring training excellence by developing and managing processes, which drive highly effective performance through the analysis, design, development, and the delivery of engaging courses and training exercises.

*Personnel management:* provides managerial leadership in safety, training, operations, and personnel performance through a focused organizational development plan.

### **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.*

The following tasks are typical for this classification:

- 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.
- Define training strategies/initiatives and delivery systems that promote performance excellence and support the advancement of performance standards and organizational realities, organizational shifts, new technologies, and government requirements, explore and expand alternative training methods, such as web based training; analyze and evaluate the effectiveness of existing training programs and make required course corrections.

- Ensure training effectiveness of pilot programs by actively leading their development and review;
- Maintain high level of industry acumen by staying abreast of developments and innovation related to fire suppression, emergency medical care, and HazMat as well as instructional materials and delivery techniques.
- Communicate training and performance issues and concerns, as well as recommended solutions, to senior staff regarding fire service and emergency operations
- Facilitate and develop fire academy programs as needed
- Schedule and conduct training and instructional exercises including classroom and field instruction.
- Direct the development and revision of course outlines, lesson plans, training bulletins, visual aids, examinations, and other training materials.
- Manage the re-certification processes of emergency medical care
- Coordinate and conduct some volunteer training activities.
- Instruct District personnel in a variety of subjects relating to fire suppression, safety, emergency medical care and rescue, physical fitness and specialized subjects.
- Instruct and monitor the progress of probationary fire personnel and confer with supervisors regarding progress of probationary fire personnel.
- Provide resource material and support to Battalion Chiefs to enable them to fulfill their shift training, NFPA, ISO & Accreditation compliance and expectations.
- Direct the development and issuance of the training calendar and training bulletins as well as training schedules for suppression training and special courses;
- Maintain all records, electronic files, and logs related to training received by SFMD personnel, including statistics on training results and participant evaluations.
- Maintain the training facility and all training materials and equipment including training videos, viewing equipment, and printed materials.
- Prepare and manage the budget for the Training Department and serves as a key contact through the training development and delivery processes.
- Participate in the review, selection and management of external content development vendors.
- Provide management/leadership guidance to Special Operations, Training Personnel & BSO's with respect to work activities as well as personal development.
- Clearly define and communicate position expectations and provide on-going and constructive performance feedback to increase individual and team performance.
- Assist personnel in identifying and resolving employee relations and/or performance issues.
- Clearly define, update, and communicate organizational objectives.
- Provide leadership through the program management of initiative and through assistance in identifying and removing obstacles encountered in the course of developing and implementing initiatives.
- Provide technical assistance to personnel and other staff in support of Organizational objectives;
- Provide clear and continual communication to personnel regarding District initiatives, management and policy updates, and industry developments;
- Build knowledgeable and cohesive teams.

### **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. B
- Building materials, construction, and the principles of combustion.

- Principles and practices used in fire attack
- Building extinguishing and alarm systems
- Methods of performing basic arithmetic operations;
- 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
- Function as a team player with excellent communication and interpersonal skills.
- 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.
- Successfully develop, implement, and evaluate a multitude of training programs that meet the needs of the District. Grasp and effectively utilize various management principles and techniques.
- Creatively problem solve and effectively communicate solutions.
- Remain clear-headed and diplomatic in stressful situations.
- Pay attention to detail and accuracy at all times. Teach manipulative skills required for effective firefighting ranging from the basic hose and ladder evolutions to the more complex operation of complicated apparatus and equipment. Apply up-to-date knowledge of current training trends, practices, and technologies.
- 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.

#### **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 finger, or feel objects, tools or controls.
- Occasionally required to stand, walk, sit, or reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, jog or run.
- 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.
- Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements,
- Remain awake for long periods of time, under strenuous situations,
- Remain on-call 24 hours a day,
- 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.
- Consistently follow through with duties/assignments and work harmoniously with subordinates and superiors.
- Report for work on a regular, consistent basis and maintain an acceptable attendance record in accordance with District policy.

#### **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.