

**Job Description  
City of Lebanon**

<b>Job Title:</b>	Deputy Fire Chief	<b>Position/Category:</b>	Regular/Full-Time
<b>Job Classification:</b>	Deputy Fire Chief	<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	Fire Chief	<b>Department:</b>	Fire
<b>Level of Pay:</b>	L14	<b>Bargaining Unit:</b>	No

**Primary Purpose:**

This is an administrative position assisting the Fire Chief with a variety of complex duties and/or responsibilities to ensure the lives and property of the residents of the City of Lebanon, and surrounding counties are protected. Responsibilities include planning, organizing, and managing operations to meet established department goals; and assists in the development and management of the department's operating budget, policies, procedures, etc.

In addition, the position will serve as incident commander when appropriate within the National Incident Management System (NIMS); and may be required to work long hours for extended periods of time in some emergency situations.

**Supervision:**

Works independently under the direction from the Fire Chief. Provides direct supervision for three (3) or more employees.

**Description of Work:**

**Essential Functions:** (The following is not an inclusive list of the duties/responsibilities that may be required of this position.)

1. Assists in managing all Fire Department operations, services and activities as directed by the Fire Chief;
2. Ensures compliance with all standard operating procedures, Federal and State laws and regulations, City ordinances, policies and/or procedures; reads, analyzes and/or interprets governmental regulations; reviews programs, policies and/or procedures and submits any proposed revisions to management;
3. Following NIMS protocols, serves in a management role (incident commander/sector officer/group leader), directs operations at the scene of an emergency (i.e., fire, vehicle accidents, hazardous materials, lifesaving and/or rescue); directs the activities of various responding units until relieved by a ranking officer or passing command; and prepares and submits various incident reports as required;

4. Assists in the management of Fire Department personnel; supervises and manages the performance of assigned staff (i.e., monitor and evaluate work activities/assignments/schedules, establish performance objectives/standards; coach/redirect for improved performance, completes performance evaluations, etc.); communicates to ensure accurate and efficient dissemination of information; conducts staff meetings; investigates employee misconduct and submit recommendation for disciplinary action to management;
5. Coordinates all training and Emergency Medical Technician (EMT) and/or Paramedic certification/recertification for all Fire Department personnel; coordinates various public education and/or community outreach programs; and keeps abreast of new technology, methods and regulations for fire prevention and suppression operations; participates in fire drills/demonstrations, staged rescue operations, and fire and/or rescue training; and attends meetings and conferences as deemed appropriate;
6. Assists in the development and administration of the Fire Department's annual budget; assists with the preparation of purchasing specifications for apparatus, equipment, supplies, etc.; monitors compliance with procurement/purchasing processes; ensures compliance within established spending limits; and maintains an inventory of all fire related equipment;
7. Evaluates the continuity and efficiency of program operations to determine the effectiveness of service delivery methods and procedures; submits recommendation for allocation/reallocation of resources to management;
8. Ensures safe use of proper breathing apparatus and fire extinguishing equipment/apparatus, clothing, and protective gear;
9. Coordinates the maintenance of all Fire Department buildings, apparatus, equipment, and vehicles;
10. Operates various office equipment (i.e., Performs general office work including reviewing/responding to mail, attending/conducting meetings, composing correspondence and reports, data entry, copying/filing documents, answering the telephone, etc.);
11. Receives, responds and/or resolves citizen inquiries and/or complaints; and facilitates the identification and resolution of employee concerns and/or problems;
12. Through effective communication, builds and maintains relationships with individuals and agencies both inside and outside the department; coordinates department activities with other City departments, outside agencies, community organizations, etc.; professionally represents the City and/or the Fire Department in all interactions; and makes formal presentations on behalf of the Fire Department as required;
13. Travels throughout the City and surrounding areas in order to fulfill the essential tasks/functions assigned by management;
14. Assume the duties of the Fire Chief during their absence; and
15. Performs other duties as assigned.

**Important Functions:**

1. Assists in managing all Fire Department operations, services and activities;
2. Ensures compliance with all standard operating procedures, Federal and State laws and regulations, City ordinances, policies and/or procedures;
3. Following NIMS protocols, serves in a management role (incident commander/sector officer/group leader), directs operations at the scene of an emergency (i.e., fire, vehicle accidents, hazardous materials, lifesaving and/or rescue);
4. Assists in the management of Fire Department personnel;
5. Coordinates all training and Emergency Medical Technician (EMT) and/or Paramedic certification/recertification for all Fire Department personnel.

**Qualification Requirements:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Advanced knowledge of principles, methods, and practices (including equipment) associated with modern fire prevention/fire service, firefighting, rescue (including lifting techniques), emergency medical services (EMS), hazardous materials; operational knowledge of specialized firefighting/EMS equipment and maintenance (i.e., vehicles, apparatus, tools, etc.); advanced math; knowledge of the geography of the City of Lebanon (i.e., street locations, hydrant systems, water distribution systems, etc.); knowledge of map reading; knowledge of incident command protocols; advanced knowledge of principles, methods, and practices of supervision/ management; knowledge of training techniques/presentation skills; knowledge of budgeting and procurement protocols; knowledge of human resources (HR) protocols; knowledge of principles, methods, and styles of effective leadership; knowledge of principles and methods of effective decision-making; knowledge of principles and techniques of customer relations and public relations; knowledge of various software applications; advanced knowledge of principles and methods of stress management; advanced knowledge of conflict management; advanced knowledge of principled negotiation; knowledge of communication skills (verbal and written);.

**Abilities**

Manage a fire company operations, programs, functions and/or tasks (emergency and/or non-emergency); implement an incident command system for managing emergency incidents/situations; operate various firefighting equipment (i.e., vehicles, apparatus, ladders, tools, hazmat, etc.) at various heights; communicate with team member(s) via telephone and/or portable radios while wearing self-contained breathing apparatus; respond quickly and calmly in emergency situations; accurately analyze situations and quickly assess problem areas; identify options and potential impact(s) of implementing various solutions; exercise sound judgment; provide appropriate patient care (level of state licensure); maintain professionalism while working in a variety of settings (under stress/pressure, unpleasant conditions, traumatic circumstances, irate, violent and/or

frantic individuals, etc.); work independently; demonstrate initiative; function as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members; read and understand policy/procedural manuals and/or technical information (i.e., map reading, equipment operation/instructions, financial reports, etc.); follow oral and written instructions; communicate effectively, verbally and in writing; operate computers using various software applications used by the Department; operate basic office equipment including a computer keyboard and/or mouse; maintain detailed and accurate records, and prepare reports; develop and/or present training and instructional information to staff and/or the general public; supervise (direct/guide) personnel in the accomplishment of department goals; serve as a role model (behavior and performance) for others (person of integrity and strong work ethic); deal effectively and courteously with associates and the general public; resolve conflict situations (internal or external); model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City's stated mission and quality management philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

### **Experience, Education, and Training**

#### **EDUCATION**

A Bachelor's Degree in business administration, fire science, or related field is preferred.

#### **EXPERIENCE**

High school diploma or equivalent **PLUS six (6) years' experience** in a full-time paid position with a municipal fire department or fire district in a ***Lieutenant/EMT*** or ***Lieutenant/Paramedic*** position or higher.

**SUBSTITUTION**: Additional qualifying experience may be substituted on a year-for-year basis for the preferred education.

#### **TRAINING**

Documentation of course completion for the following training is **REQUIRED**:

- Leadership I, II, III (or comparable coursework)
- Managing in a Changing Environment
- NIMS-100: Introduction to Incident Command Systems (ICS)
- NIMS-200: ICS for Single Resources and Initial Action Incidents
- NIMS-300: Intermediate ICS for Expanding Incidents
- NIMS-400: Advanced ICS Command and General Staff – Complex Incidents
- NIMS-700: National Incident Management System (NIMS) – An Introduction
- NIMS-800: National Response Framework – An Introduction
- Shaping the Future

**CONDITION OF EMPLOYMENT --- The following Training **MUST** be obtained by an employee within the designated timeframes:**

**WITHIN TWO (2) YEARS:**

- Fire Service Leadership Enhancement Program (FSLEP)

**Licensing/Certification**

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Driver's License. All licensing/certification must be maintained:

**LICENSING**

Valid Emergency Medical Services (EMS) licensure is **REQUIRED**:

- Emergency Medical Technician (EMT)
- Emergency Medical Technician – Intermediate (EMT-I)
- Paramedic

**CERTIFICATION**

Documentation of the following fire service leadership certification through the International Fire Service Accreditation Congress (IFSAC) is **REQUIRED**:

- Fire Service Instructor II
- Firefighter I and II
- Fire Officer II
- Incident Safety Officer **OR** Health Safety Officer

**CONDITION OF EMPLOYMENT --- The following Certification **MUST** be obtained by an employee within the designated timeframes:**

**WITHIN TWO (2) YEARS:**

- CPR/AED Instructor Certification

### **Physical Requirements**

Put on and properly adjust personal protective equipment (PPE) within specified time frames without assistance; while wearing PPE's (including self-contained breathing apparatus), perform very heavy labor and strenuous work for extended periods of time under extremely dangerous and/or uncomfortable conditions, including communicating with team member(s) via portable radios; working at heights (100 feet or higher) as required by the emergency or non-emergency situation; hearing acuity adequate to use a stethoscope to access lung sounds amid external/background noise); visual acuity corrected to 20/30 in both eyes; and must be able to distinguish primary colors. Performs bending, squatting, walking, crawling, kneeling, twisting, standing, stooping, running, jumping, climbing and balancing on ladders and/or stairways at varying heights, pushes and pulls, holds and grips objects, reaches from ground level to overhead, maneuver, lift and/or carrying approximately 125 pounds, working in awkward positions or in confined spaces; wielding axes; and subject to prolonged sitting, standing, and hauling hoses.

### **Working Environment**

Both indoor and outdoor environments; susceptible to a variety of extreme weather conditions including but not limited to, extreme heat and cold, rain, hail, humidity, snow, ice, high winds, tornadoes, drenching from hose lines and/or fixed protection systems (e.g., sprinklers); exposed to life threatening conditions and/or situations associated with firefighting, hazardous chemical incidents, low/poor visibility, obstacles and/or ventilation, technical rescue, and emergency medical situations; working at varying heights, above and below grade, along uneven and narrow surfaces, and within proximity of energized electrical lines/equipment; exposed to hazardous conditions such as toxic chemicals, irritants, particulates, disease, biological and non-biological hazards, gasses, fumes and odors, smoke, and extreme noise; possible safety hazards including danger from falls, collapsing walls, floors, ceilings and/or roofs, and possible exposure to contagious diseases. Subject to dealing with confrontational individuals. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, hydration, access to medications, etc. Reports/ remains at work during major emergencies and/or disasters with little or no notice.

### **Accommodations**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

### **Miscellaneous Requirements**

Must be able to successfully complete an intense background investigation and pre-employment drug test. Must submit to periodic drug testing as required by applicable law. Position is subject to working a variety of shifts including weekends and holidays due to 24-hour/7days a week departmental operation.

This job description is subject to change at any time.