



FIRE DEPUTY CHIEF

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Fire Deputy Chief
Classification Code:	DEPCHF
Effective Date:	7/1/2011
Pay Grade:	D63
FLSA Status:	Exempt

Classification Summary

The Fire Deputy Chief is responsible to interpret and carry out the programs or objectives developed by the Executive Manager (Fire Chief). Deputy Chiefs are responsible for assisting with directing and managing the operations of the City's Fire Department, which include; managing staff to include hiring and firing decisions; developing and implementing short and long-range goals; developing and enforcing fire codes, operating policies and administrative guidelines; preparing and managing the department's budget; and establishing operational and performance standards.

Distinguishing Characteristics

- This is the second level in the fire management series.
- Deputy Chiefs interpret and carry out the programs or objectives set by the Executive Manager (Fire Chief) and decide how best to use the assigned staff and resources.
- Deputy Chiefs are differentiated from the Executive Manager (Fire Chief) as responsibility of the higher level classification is concerned with formulating or adjusting programs for major functions/divisions/departments, and allocating resources (facilities, people, money, materials) among these groups, and responsibility is always citywide in nature.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Directs and manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, makes hiring, termination, and disciplinary recommendations.
2	Directs, coordinates, and reviews the work plan for assigned division or program(s); meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures.
3	Provides oversight and directs the implementation of internal operations associated with the operation of the fire department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service

Essential Duties	
	offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; coordinates activities between multiple service areas; works to integrate and coordinate service areas.
4	Directs and oversees the enforcement of applicable local and State fire codes.
5	Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings
6	Prepares and administers budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.
7	Actively supports an inclusive and respectful work environment.
8	Performs other duties of a similar nature or level.

Qualifications	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
Training & Experience:	
<ul style="list-style-type: none"> • Bachelor's degree in public administration, business administration, fire technology, or related field; and 10 or more years of relevant specialized experience, including 5-7 years of management experience. 	
Licensing and/or Certification Requirements:	
<ul style="list-style-type: none"> • National Fire Academy's Fire Officer Program • Valid Oregon Driver's License • EMT Certification • Others may be required if pertinent to area of assignment. 	
Knowledge Required:	
<ul style="list-style-type: none"> • Management principles and practices; • Occupational hazards and standard safety practices necessary in the area of fire prevention and suppression, investigation, and inspection; • Fire prevention, suppression, investigation, and inspection principles, practices, and techniques; • Local geography; • Procedures, methods, and techniques of emergency medical services; • Modern firefighting and rescue principles, practices, techniques, and procedures; • Hazardous materials, chemical chain reactions, and fire behavior; • Surrounding districts and regions and Statewide resource capabilities and emergency needs; • Budgeting development and administration principles and practices; • Strategic planning principles; • Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes, procedures; • Knowledge to effectively use applicable local, state, and federal databases; • Inclusive and respectful work place practices. 	
Skills Required: <i>(Demonstrated skill in performing the following)</i>	
<ul style="list-style-type: none"> • Creating, modeling, and maintaining a respectful and inclusive work environment; • Developing and monitoring safe work practices, and managing hazards in accordance with best practices; • Personnel administration; • Delegating and prioritizing work and managing multiple projects; • Securing the confidence and cooperation of other agencies, officials, and staff; • Directing and controlling emergency services; • Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, 	

Qualifications

- and implementing recommendations in support of goals;
- Interpreting and applying policies, procedures, laws, codes, and regulations;
 - Making technical and emergency decisions quickly in emergency situations;
 - Developing and administering budgets;
 - Reading, understanding, and applying technical firefighting materials and concepts;
 - Preparing and analyzing reports;
 - Developing and implementing strategic plans, goals, objectives;
 - Participating on various committees, as assigned.
 - Using computers and related software applications;
 - Effective communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
 - Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

Physical Requirements

Position may be light or medium work depending on assignment.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Employees hired after October, 1986, shall refrain from using tobacco products.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted