

JOB DESCRIPTION CITY OF REPUBLIC, MO

Job Title: **Deputy Fire Chief of Emergency Management / Fire Prevention**

FLSA Status: Regular - Salary

PRIMARY PURPOSE:

To perform responsible administrative, staff, and technical work as second-ranking officer in the Fire Department. **The Deputy Chief shall also, coordinate, administer and supervise Emergency Management functions and personnel.**

SUPERVISION:

Under the general direction of the Fire Chief. Supervises Fire Captain(s), Fire Lieutenant(s), Fire Engineer(s), Firefighters, **Emergency Management personnel**, and Fire **Explorer(s)** personnel when necessary.

DESCRIPTION OF WORK:

1. In the absence of the Fire Chief, the Deputy Chief will assume command of **all divisions of the fire department.**
2. Coordinates data and prepares, reviews and/or approves operation reports and budget requests.
3. Plans and implements short-term or annual goals, objectives, and strategies for the department to ensure efficient organization and completion of work.
4. **Establishes policy, procedures and directives for divisions within the fire department.**
5. Controls expenditure of budgeted funds and recommends specifications for major equipment and material purchases.
6. Organizes and directs activities of system personnel including training programs.
7. Maintains discipline, conduct, appearance, and all required personnel records under their supervision.
8. Must have a thorough knowledge of practices on firefighting and **emergency management.**
9. Shall take command as necessary of the more serious fires **and or disasters.**
10. Must be able to create, coordinate, direct, and produce fire prevention and public safety / **community awareness messages**, utilizing departmental resources.

11. **Must be able to create and produce in a book form pre-fire plans and disaster plans for businesses within the City.**
12. Working knowledge of modern office procedures, ability to operate computers, copiers, FAX machines, etc. Answer phones as needed.
13. Deals effectively and courteously with fellow employees and the general public.
14. Maintains appropriate supplies for assigned area.
15. Attends in-service training sessions or other training sessions deemed appropriate by supervisor or department head.
16. Maintains neat and orderly work area.
17. Performs other duties as assigned by the supervisor.
18. **Shall reside within the City of Republic.**
19. **Shall comply with sections of Missouri Revised Statutes, Chapter 44, Civil Defense, that pertain to the City of Republic.**

QUALIFICATION REQUIRED:

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

Must have a Bachelors Degree or equivalent years of work related experience. Five years experience in fire suppression, fire prevention, code enforcement, **emergency management operations and planning**, emergency medical services, rescue services, hazardous materials response and emergency management areas required. Previous experience in a management and/or supervisory capacity required.

Must have a thorough knowledge of modern firefighting practices and techniques, emergency medical, rescue, hazardous materials, and emergency management principles.

Certification at the First Responder Level and basic cardiac life support from the American Heart Association or American Red Cross required.

Shall have current certification or able to obtain these certifications within six (6) months of employment: Firefighter I, II, Fire Inspector, Fire Service Instructor and Fire Investigator.

Shall have current certification or be able to obtain these certifications within six (6) months of employment: Principles of Emergency Management and Exercise and Design.

Must possess a valid Missouri State Driver's License.

Must have the ability to assume supervisory responsibility and take charge of operations during serious fires. Ability to supervise operations of the Fire

Department including maintenance of Fire Department equipment, grounds, and buildings. Must be able to perform all tasks of subordinates.

Must be able to perform effectively as a member of a team in carrying out the City's mission. "The City of Republic exists to provide services to the citizens of the community." The quality of life in Republic depends upon the services provided by the City, and quality of the City's service depends on how well we do our jobs. Employee is required to present themselves in a professional manner, displaying the utmost integrity, discretion, courtesy, cooperation, discipline, and behavior.

ESSENTIAL FUNCTIONS:

Sight, hearing, smell. Ability to reach, hold and grip. Lateral mobility. Possess manual dexterity to use a computer. Work in confined places, awkward positions. Memorize and retain information, effectively communicate through written and verbal skills. Time management skills. Cognitive and analytical skills, handle stressful situations, quickly assess or judge situations, make decisions under pressure in areas of responsibility.

May occasionally be exposed to extreme weather, dust or pollen, toxic fumes, chemicals or smoke, contagious diseases, electrical or mechanical hazards, and extreme noise. Work environment may have poor ventilation, no natural lighting.

MARGINAL FUNCTIONS:

Use of both arms and legs, ability to walk, sit or stand for prolonged periods.

MISCELLANEOUS REQUIREMENTS:

Must be a dependable person due to the small size of the work force. Must successfully complete a background investigation. Must pass a pre-employment substance abuse test and will be subject to random substance abuse testing.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties, therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Employee Signature

Date

GENERAL ORDINANCE NO.: 96-1707 DATE: November 12, 1996

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