



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Deputy Fire Chief</b>	<b>LAST UPDATED:</b>	10/26/2015
<b>DEPARTMENT:</b>	Fire	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Assistant Fire Chief	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Under general direction of an Assistant Chief of Fire, manages and oversees the daily operations in assigned divisions of the Fire Department. Provides direction and planning for the operations, growth and development of assigned division. Supervises assigned Fire Department staff.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Plans, organizes, directs, monitors and evaluates the activities of a division, to ensure efficient and effective delivery of fire and emergency services to save lives and property
- Responds to emergency and non-emergency calls for service and assumes an appropriate role within the Incident Command System; Secures safety of the incident scene
- Provides 24 hour city-wide supervision (on-call Duty Chief) on a rotating basis
- Coordinates activities required to maintain and support the operation of equipment to ensure operational readiness and longevity
- Provides overall direction for Battalion Chief Officers in the operation of departmental specialized programs to affect an efficient delivery of services in these program areas
- Coordinates the direction of assigned personnel including monitoring work assignments, evaluating performance, monitoring the scheduling of personnel and maintaining discipline and control in order to provide effective utilization of human resources;
- Performs management activities required to ensure that the delivery of services and performance of subordinates are in compliance with departmental and city policies and procedures
- Exercises leadership and motivates subordinates to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities
- Meets, confers, and maintains communication with citizens, community/civic organizations, other city agencies, and business groups
- Serves as an integral part of the strategic planning and management team for the department
- Develops and implements program, service and operational goals, objectives and policies
- Reviews incident reports and corrects deficiencies in behaviors and implements discipline procedures if indicated.
- Meets with assigned staff to identify and resolve problems, develop programs and implement services, and assign activities and monitor work progress.
- Monitors and assists in the development of Fire Department budget for assigned areas.
- Oversees the development and implementation of training activities, monitoring for compliance with departmental standard operating procedures, and scheduling training as needed.
- Reviews and approves purchase requisitions, personnel leave requests, payroll and other administrative functions.
- Ensures that equipment, safety clothing, apparatus, and supplies are specified, purchased, received, and distributed in an effective manner and consistent with City policy
- Determines medical status and priority of medical treatment

- Administers first aid and emergency medical care to injured/ill persons consistent with the level authorized by EMS certification, established medical protocols, and standard operating procedures
- Stabilizes and immobilizes patients and prescribes a mode of transportation to emergency medical care facilities based on condition of patients
- Follows established universal health precautions in the treatment and care of patients
- Supervises professional, technical, clerical and uniformed employees engaged in providing fire prevention, fire safety training and other emergency services support

**Other Important Duties:**

- May be required to work day or shift and non-shift schedules including weekends, holidays, on-call and extended hours in emergency, disaster, or other situations influenced by heavy workloads or other staffing difficulties.
- Responds to emergency incidents and provides assistance as needed
- Travels to attend meetings, conferences and training
- Performs other related duties as assigned
- Regular and consistent attendance for the assigned work hours is essential

**Required Knowledge and Skills:**

- Knowledge of City and department policies, procedures, and general knowledge of general operations.
- Knowledge of the theory and practice of modern fire suppression operation, overhaul, hydraulics, equipment use, and salvage
- Knowledge of the theory and practice of modern fire prevention, inspection, and determination of origin and cause, and suppression systems.
- Knowledge of the theory and practice of modern emergency medical care.
- Knowledge of the City's topography, climate, road systems, water distribution, and traffic patterns
- Knowledge of modern supervision and management techniques
- Knowledge of police practices, methods, procedures, equipment, and services.
- Knowledge of customer service and public relations methods and techniques.
- Knowledge of computers and related equipment, hardware and software to prepare reports, research statistical data, and determine assigned divisional(s) needs.
- Knowledge of budget development and monitoring practices and procedures.
- Knowledge of strategic planning processes.
- Skill in effective oral and written communications.
- Skill in organizing and coordinating the work of subordinates in carrying out departmental objectives and projects.
- Skill in displaying leadership, initiative, ingenuity, and resourcefulness in work activities and in motivating subordinates.
- Skill in responding appropriately in an emergency situation.
- Skill in effectively supervising and delegating duties to assigned divisional staff.
- Skill in resolving customer complaints and concerns.

**Required Education, Experience, and Certifications:**

- Must possess the minimum requirements for Frisco Battalion Chief
- Bachelor's degree from an accredited college or university (must be obtained by June 2019) and seven (7) years with the Frisco Fire Department or a fire department of equivalent size and volume of calls with at least one (1) year serving as a Battalion Chief with the Frisco Fire Department or similar fire department.

- Preference may be given to individuals who have additional education not described above including any level degree in Business Administration, Public Administration, Fire Science, or related degree.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to dangerous machinery, extreme weather conditions, hazardous chemicals and toxic substances, unstable buildings and structures, air and water borne pathogens, infectious diseases, and extreme heat.
- May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and operating high pressure water hoses
- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time.
- May be exposed to hostile, angry, or emotional citizens and business owners.

**Equipment and Tools Utilized:**

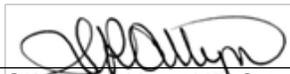
Equipment utilized includes personal computer, copier, calculator, fax machine, mobile data computers, various specialized fire, rescue and emergency medical response equipment.

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*Approved By:*

Signed by Mark Piland, Fire Chief  
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 Mark Piland, Fire Chief

10/26/2015  
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 Date

  
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 Shannon Allyn, HR Generalist

10/26/2015  
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 Date