

JOB TITLE: Deputy Fire Chief

FD/11

DEPARTMENT: Fire, City of Cape Girardeau

JOB SUMMARY: Under the general direction of the Fire Chief, to plan, supervise, and coordinate the activities of the operations division personnel. Perform the role of incident commander; to provide highly responsible and technical staff assistance; to provide leadership in accomplishing fire suppression, rescue, hazardous materials response, and safety goals of the Department; and to serve as Acting Fire Chief in the absence of the Fire Chief. Deputy Chief are responsible for performing tasks assigned to them through written policies and standard operating guidelines, or verbal orders and directions.

MAJOR DUTIES:

- o Performs prevention activities including but not limited to: developing minimum safety and operational standards; assisting with development of policies and guidelines; conducting public relations/education programs; assisting with the investigation into the cause of incidents and injuries; approving training needs of the department based on discussions with supervisors, review of accident reports, post incident analyses, direct observations of emergency operations, trainings, and drills and takes appropriate corrective action as necessary; and shares development/improvement information department-wide.
- o Performs preparation activities designed to prepare for the response to incidents in the most effective, efficient, safe, and professional manner; maintains personal/mental fitness and health; maintains job knowledge and skill of Battalion Chief level and below; maintains apparatus and equipment in a state of readiness.
- o Instructs training classes and education programs on a variety of emergency service related topics ranging from recruit level to advanced officer level based on local, state, and national standards.
- o Performs response activities designed to ensure the handling of incidents in the most effective, efficient, safe, and professional manner; responds to dispatched alarms without delay; operates apparatus and equipment at incidents within departmental policies, standard operating guidelines, and command system; performs rescues; administers patient care per level of medical certification; performs fire suppression, incident mitigation, and property and environment conservation activities.
- o Responds off duty for staffing requests during emergency recalls and functions within the department's Incident Command System as necessary; serves as or supports the Incident Commander or fulfills needed tasks specific to the incident; as needed, works on a platoon to maintain shift staffing if needed.

- o Performs evaluation activities designed to evaluate and improve service delivery, as well as to maintain and improve public opinion; accurately completes any necessary record or report; prepares and reviews department incident, scheduling, and training reports; generates statistical reports and presents those to the Fire Chief.
- o Participates honestly in evaluations, reviews, post-incident analyses, and investigations including safety related research; offers input and suggestions regarding improvements to service delivery into strategic planning; maintains apparatus, equipment, stations, and grounds in a presentable, clean fashion.
- o Advises the Fire Chief of budgetary needs relating to operational needs; administers annual appropriations.
- o Command and coordinate fire department resources on all types of emergencies, including the most complex fires, rescues, and hazardous materials incidents, and other emergency response.
- o Research and recommend Department policy, procedures, and operational guidelines.
- o Oversees the department training and assist in teaching as required.
- o Develop specifications and assist in the procurement of emergency apparatus and equipment.
- o Assist in site selection and design of Fire Department facilities, communications systems, and computer systems.
- o Supervise the maintenance and accuracy of departmental administrative, emergency response, inspection, and safety records.
- o Coordinate specialized skills such as hazardous materials, aircraft rescue firefighting (ARFF), technical rescue, and emergency medical services (EMS).
- o Serve as Fire Department Health and Safety Officer, ensuring compliance with applicable safety standards and promoting safe operational practices.
- o Supervise and evaluate assigned staff to ensure effective performance and professional development.
- o Coordinate Fire Department activities with other City, County, State, and Federal agencies to support emergency response and community safety initiatives.
- o Assist with coordination of the maintenance of Fire Department vehicles and facilities.

- o Prepares and maintains reports related to daily operations, company performance, and payroll/leave time.
- o Demonstrates a commitment to ongoing education to include participation in continuing education and occasional travel out of state for educational courses or conferences.
- o Helps ensure that related problems are resolved in a direct, timely, and professional manner.
- o Assist with setting the standards of performance within the department, as well as setting the example for these standards.
- o Maintain a level of cooperation, coordination, and communication between chief officers, captains, and personnel to ensure the most effective and efficient, safe, and professional delivery of services to the community as possible.
- o This position requires being subject to emergency recall during non-working hours.
- o Serves as mentor for subordinate chief officers.
- o Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of national, state, and local standards as it relates to training and education of emergency operations.
- o Knowledge of construction materials and methods.
- o Knowledge of standards, principles, practices, and procedures of modern fire suppression, emergency medical services, rescue, and hazardous materials response and organization.
- o Knowledge of emergency incident management techniques.
- o Knowledge of the streets and geography of the City of Cape Girardeau.
- o Skill in the interpretation and application of safety standards.
- o Knowledge of operation and maintenance of fire and rescue apparatus and equipment.
- o Knowledge of principles and practices of public administration including organization, fiscal affairs, and personnel management.

- o Knowledge of codes pertaining to fire prevention, emergency services, and worker safety standards.
- o Skill in assessing the nature and extent of injury or illness to establish and prioritize medical procedures.
- o Skills in leadership and influence to promote a positive work environment.
- o Skill in oral and written communication including media relations.
- o Skills in basic computer applications.

SUPERVISORY CONTROLS: The Fire Chief assigns work in terms of goals and objectives. The supervisor reviews work through conferences, reports, and observation of operations.

GUIDELINES: Guidelines include the City Code of Ordinances, departmental policy and guidelines, state and national standards, and federal and state laws and regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and technical duties. The need to respond to emergency and life-threatening situations contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to efficiently and effectively utilize personnel, equipment, and apparatus in routine and emergency situations; develop and implement training and fire safety and prevention programs; maintain and improve discipline and morale; receive respect and support of subordinates; communicate clearly and concisely, both orally and in writing; establish and maintain effective and cooperative working relationships with other City staff, other agencies, the media, and the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers, city administration, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, to resolve problems, to provide services, and to negotiate or settle matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, bending, crouching, walking, or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color. Visual defects must be corrected to 20/30 in both eyes. Extreme physical exertion, stress, and hazardous situations are associated with the position. Must frequently lift and/or move up to 75 pounds.

WORK ENVIRONMENT: The work is typically performed in an office, but may also be performed at training sites and outdoors at the scene of emergency incidents. The employee may

be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, inclement weather conditions, fire, heat, and toxic gases. The work requires the use of protective devices, such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Routinely supervises and mentors 3 Shift Commanders and 1 Battalion Chief of Training & Safety. Occasionally assigned to command high hazard trainings.

MINIMUM QUALIFICATIONS:

- o Internal candidate must hold the rank and meet all requirements of Battalion Chief/EMT-B or higher and have 10 consecutive years of service with the City of Cape Girardeau Fire Department 3 years of which must have been at the rank of Battalion Chief/EMT-B or higher.
- o Must have an Associate's degree in Fire Science, Public Administration, Emergency Management, or related field and must complete Bachelor's degree within three (3) years. An Associate's degree in Fire Science, Public Administration, Emergency Management, or related field coupled with the National Fire Academy Managing Officer Program Certificate shall meet the requirement for completing a Bachelor's Degree.
- o Possess and maintain a valid driver's license.
- o Outside candidates must have ten (10) years' experience with a similar sized department serving 5 years as a chief officer (Battalion Chief or higher).
- o Must possess and maintain Missouri EMT-Basic license and American Heart Association BLS Provider.
- o Must be certified Fire Officer 1, 2, 3, & 4 or equivalent
- o Must have completed the CGFD Chief Officer Task Book.
- o Hold nine or more certifications from the department's List of Additional Certifications or equivalent certifications.

PREFERRED QUALIFICATIONS:

- o State of Missouri EMT-P License.
- o Bachelor's degree or higher in related field.
- o Fire Instructor 2 or higher.

- o Graduate of the National Fire Academy Managing Officer Program.
- o Graduate of the National Fire Academy Executive Fire Officer Program.
- o Nationally or State recognized Incident Command, Leadership, Training/Development courses.
- o National Fire Academy resident courses.
- o Professional Credentialing as Chief Fire Officer (CFO) through the Center for Public Safety Excellence.

REQUIREMENTS for Outside Candidates:

- o Must complete the CGFD Chief Officer Task Book within 6 months of hire.
- o Must have the ability to transfer an active EMT-B to a Missouri EMT-B within 180 days of hire.