



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### DEPUTY CHIEF

**Department:** Fire Rescue  
**Pay Grade:** 306  
**FLSA Status:** Exempt  
**Job Class:** 1266  
**Risk Code:** 7704

#### JOB SUMMARY

This is a senior staff level position in the department responsible for researching, formulating and recommending departmental budgets, policies, plans, and procedures. Primary responsibility is supervision of the Fire Rescue Department through planning and management of the daily operations, personnel services, and/or administrative duties. This individual is self-directed and works independently using initiative and good judgment in decision making, problem solving and department development, under the general supervision of the Fire Chief. The Deputy Fire Chief position is a very visible member of the senior leadership team of the County and requires well-developed leadership abilities and management skill sets that are based upon consensus building and problem-solving. The Deputy Fire Chief position will execute the vision of the department through accomplishing the goals and objectives established through careful strategic and master planning processes. This position reports to the Fire Chief.

#### ESSENTIAL JOB FUNCTIONS

- Assists Fire Chief in all aspects of the operational, administrative and management functions of the department.
- Assists with the preparation of the long range strategic and short-range operating plans for the department.
- Prepares budget recommendations for subordinate divisions.
- Monitors expenditures throughout the fiscal year.
- Plans, directs, manages and coordinates the activities of the Operations, Administrative, and Training/EMS divisions; including fire rescue and emergency services, fire suppression, rescue, emergency medical services, hazardous materials response, technical rescue, communications, training, logistics, purchasing, apparatus, mutual/automatic aid agreements, facilities and disaster management.
- Directly supervises Division Chiefs and/or staff positions.
- Indirectly supervises all other officers and subordinates in the divisions.

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- Manages personnel actions such as hiring, dismissals, evaluations and disciplinary action as delegated by the Fire Chief.
- Assists subordinates to achieve their goals by removing obstacles.
- Coordinates the assignment or reassignment of personnel.
- Handles and mediates grievances, and provides solutions consistent with County and departmental policies.
- Monitors compliance with the Collective Bargaining Agreement.
- Establishes and enforces procedures, rules and regulations for personnel.
- Monitors and interprets statutes, ordinances, codes, and laws to ensure department compliance.
- Communicates clearly and professionally to assist and direct staff.
- Uses independent judgment and analysis to assist others in solving complex personnel or technical problems.
- Serves on boards and committees on fire related activities.
- Serves as department liaison with other public safety agencies, including fire departments, law enforcement agencies and medical facilities.
- Attends meetings and represents the Fire Chief as necessary.
- Conducts research and planning activities for the improvement of emergency services, establishes performance measurement goals and continuously evaluates department functions for compliance with quality of service and long-range goals.
- Observes performance of subordinate officers in order to conduct performance appraisals.

#### **SECONDARY FUNCTIONS**

- Directs/manages department in the absence of the Fire Chiefs or as assigned.
- Develops apparatus and equipment specifications and remains abreast of developing technology and industry practices in the field.
- Monitors both federal and state legislation regarding fire and EMS services, health and safety, employment practices and other areas which may impact operation of the fire department.
- May develop and teach both technical and administrative/leadership courses to career and volunteer personnel.
- Promotes department to public utilizing printed and visual media through public speaking and articles published in various journals, magazines and newspapers.
- Attends various meetings to represent department and serves on committees and boards.
- Attends conferences and meetings on fire prevention and extinguishment problems and to stay informed of current trends in the field;
- Requisitions supplies; approves timesheets; prepares articles and delivers speeches;
- Makes assignments and supervises subordinate officers in the care and maintenance of stations and equipment;
- Performs the duties of command personnel as needed and fulfills associated obligations;
- Responds and takes charge of emergency calls when on and off duty;

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for direct supervision over a number of managerial and non-managerial positions and indirect supervision over a relatively large number of employees as well as volunteer personnel. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree from an accredited four-year college or university with (8) years of progressive responsible experience in supervisory and managerial rolls including experience in budget development and administration, policies and procedures development, and related administrative aspects of the work; or an equivalent combination of education and experience. Course work should include studies in the areas of: incident command, hazardous materials response and mitigation, emergency medical services management, technical rescue incident management, fire prevention, arson investigation, and personnel supervision/ management.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- State of Florida firefighter certification at the discretion of the fire chief.
- Fire Officer III certification at the discretion of the fire chief.
- Certified State of Florida or National Registry Paramedic.
- American Heart Association or Red Cross CPR certification.
- Advanced Cardiac Life Support certification.
- Certifications in Fire Safety Inspector, Fire Service Instructor, Safety Officer, Live Fire Training Instructor, and Fire Officer IV preferred.

#### **Knowledge, Skills, and Abilities:**

##### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles.

- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

- Ability to comprehend and apply principles of advanced calculus, modern algebra, and statistical theory.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to deal with a variety of abstract and concrete variables.

### **Problem-Solving Ability**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to Interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.

### **Specialized Skills and Abilities**

- Knowledge of modern emergency service principles, procedures, and techniques in fire suppression and prevention.
- Knowledge of current developments, literature, and state and federal laws regarding all aspects of fire safety.
- Knowledge of emergency medical services, hazardous materials protection, disaster management, aircraft rescue, and specialized technical rescue operations.
- Knowledge of incident management system.
- Knowledge of applicable laws including departmental standing operating procedures, and county and department rules and regulations, and the Collective Bargaining Agreement.
- Ability to maintain effective managerial control of widely dispersed personnel and apparatus under extremely stressful conditions.
- Ability to handle multiple emergencies simultaneously and correctly allocate resources.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will regularly be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold or heat, risk of electrical shock, explosives, and risk of radiation.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*