

DEPUTY CHIEF

NATURE OF WORK

Under the general supervision of the Fire Chief, maintains administrative control over the department's personnel, supervises duty schedule and training activities, participates in the planning and review of department operations, special projects, budgeting and purchasing activities.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

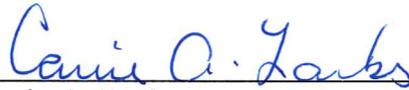
1. Act for Fire Chief as delegated.
2. Assume command and directs all emergency scene operations unless relieved by a superior officer.
3. Assist with duty schedule.
4. Assist with Department budget preparation.
5. Procure needed supplies and equipment through established purchasing guidelines.
6. Assist with completion of all Department reports and payroll.
7. Fill vacancies through established procedures.
8. Participate in special projects as assigned by Fire Chief.
9. Serve as Shift Supervisor as assigned by Fire Chief and as needed.
10. Able to fairly evaluate employees as required.
11. Able to serve at all levels of the Unified Command System.
12. Supervise daily operations and activities of Shift Supervisor.
13. Coordinate maintenance of Department vehicles and facilities.
14. Supervise Department training program.
15. Conduct Department trainings
16. Liaison with City Garage and other outside contractors to facilitate repairs and service.
17. Represent Department in dealing with vendors and supplies.
18. Liaison with Central Dispatch on issues of dispatch policy and reporting software.
19. Attend Department, City and other meetings as assigned.
20. Perform related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS, KNOWLEDGE,
SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Thorough knowledge of firefighting/rescue/EMS strategy and tactics
- Ability to obtain thorough knowledge of geography, streets and important locations in the City.
- Ability to obtain thorough knowledge of the rules and regulations of the Fire Department.
- Thorough knowledge of the Unified Command System.
- Knowledge of laws, rules and regulations relating to fire control, inspection and prevention is desired.
- Ability to react quickly and calmly in an emergency.
- Ability to understand and follow verbal instructions, to accept/and use authority and to work effectively with other City employees.
- Ability to drive and operate automotive equipment safely and efficiently.
- Ability to lead and command subordinates, maintain discipline, maintain a positive attitude, direct training and cooperate with other officers and employees.
- Ability to read and understand basic finance reports.
- Knowledge of basic bookkeeping and accounting.
- Possess skill in operating modern office computer equipment and software.
- Proven command experience over full-time and part-time firefighting personnel.
- Attainment of Federal NIMS requirements.
- Fire Officer III State certification
- Maintain Medical First Responder License (minimum).
- Maintain valid Michigan driver's license with good driving record.
- Completion of FFTC drivers course.
- State of Michigan Firefighter II certified.
- State of Michigan certified Fire Instructor.
- Excellent oral and written communications skills.
- National Fire Academy Executive Fire Officer certification desired.
- Possession of an Associates Degree in fire science, management or related field from an accredited college or university is required, Bachelors degree preferred.

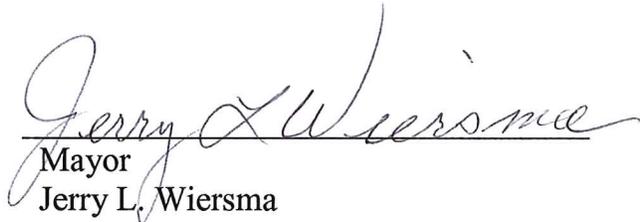
Approval:



Carrie A. Larks
Director of Administrative Services



City Administrator
Mark C. Meyers



Mayor
Jerry L. Wiersma