

## RILEY COUNTY, KANSAS JOB DESCRIPTION

<b>Job Title:</b>	<b>DEPUTY FIRE CHIEF</b>		
<b>Department:</b>	Emergency Management/Fire District #1	<b>Division:</b>	Riley Co. Fire Dist. #1
<b>Reports To:</b>	Fire Chief		
<b>Pay Grade:</b>	<b>P</b>	<b>Status:</b>	Full Time
<b>FLSA Status:</b>	Exempt		

**Position Summary:** The Deputy Fire Chief is primarily responsible for analyzing, developing, leading, and implementing comprehensive, effective programs that will provide the highest level of service and protection to Riley County. The Deputy Fire Chief reports directly to the District Fire Chief and regularly assumes command of the District in the absence of the Fire Chief.

The responsibilities of the Deputy Fire Chief will fall into four primary categories: Strategic Direction – Implement strategic direction through the identification and achievement of organizational, operational, training, and staffing objectives which are fiscally sound and closely aligned with the District’s budgetary resources and strategic initiatives; Operational Management – Actively direct and manage the achievement of all District operational, support services and/or emergency response and investigations initiatives while maintaining the District’s 24-hour operational readiness and ability to respond safely to calls; Personnel Management - Promote and ensure the performance excellence of suppression and/or support personnel through interactive performance management, progressive training programs, and motivational leadership; Public Relations – Act as a high level representative for the District in external interactions with the media, civic organizations, citizens, and other governmental agencies for the dissemination of fire service and District related information, coordination of inter-agency emergency response coverage, and the establishment of cooperative working relationships to assist in achieving District operational objectives.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage fleet of 40 plus Fire Apparatus to ensure operational readiness.
- Facility management of 15 Fire Stations.
- Supervise a volunteer workforce of 170 plus volunteer employees.
- Assist with the Fire District’s Fire and First Response training programs.
- Manage the Fire District’s operational equipment to ensure readiness.
- Assist with strategic planning for Fire District.
- Assist with fire suppression, investigation and code enforcement.
- Serve command staff role at major emergencies and assume the position of fire chief in a declared disaster.
- Complete Kansas State Fire Marshall Office fire reporting requirements per statute.
- Oversee annual inventory of all department owned equipment.
- Attend various fire-training schools or seminars necessary to perform the functions of the job.
- All other duties as assigned.

## **POSITION REQUIREMENTS:**

**Education:** A high school diploma or GED required.

**License(s)/Certifications:** Firefighter I and Instructor I certifications by an accredited institution or equivalent education and experience. Fire Officer I Certification and State certification for Arson Investigator is preferred. Must obtain First Responder certification or higher within 3 years of hire date. A valid Kansas Non-Commercial Class A Driver's license is required.

**Experience:** Position requires at least four years' experience in fire-fighting training and supervision activities, preferably with a volunteer organization. Appropriate education or training in fire-fighting activities may be substituted for the required experience. Demonstrated experience with the operation and maintenance of larger (1-ton capacity or larger) vehicles/apparatus is also required. Must have a demonstrated skill and knowledge in the use of the Incident Command System, utilized in exercises and actual emergency response.

**Skills:** Must have demonstrated skill in fire-fighting techniques, including structure and wildland fires. Must have ability in supervision and capacity to establish and maintain effective relationships with employees and volunteers. Must be self-motivated and have the ability to motivate others. Must be able to exercise good judgement in appraising emergency situations and to make appropriate decisions. Must have mechanical aptitude sufficient to inspect fire apparatus, to diagnose problems, and to explain needed repairs to responsible party. Must have ability to read maps and find emergency locations using county addressing system. Must have a basic knowledge of reporting requirements for the Kansas Fire Incident Reporting System. Basic knowledge of Microsoft Office computer programs required.

**Supervisory Control:** The employee uses initiative in carrying out recurring assignments and routine tasks, but refers deviations, problems, and unfamiliar situations to the Fire Chief. The Fire Chief assigns new work and defines procedures, priorities, and deadlines. Work is scheduled for appropriateness and completeness through inspections and consultations with the Fire Chief.

**Guidelines:** Procedures for doing work have been established and a number of specific guidelines are available, including the Riley County Fire District #1 Personnel Manual and Standard Operating Guidelines. Application of these guides require some judgement when applying them to the job. This position requires considerable amount of skill, previous training, and experience. New and unusual tasks are assigned with detailed and specific instructions. The Fire Chief is consulted regularly to check work and methods for appropriateness and completeness.

**Complexity:** The work involves routine related tasks that require special knowledge regarding proper fire-fighting procedures, fire code inspections, plans reviews and mechanical inspections on equipment and vehicles. It also involves special skills in the safe operation and training of safe operation of fire-fighting apparatus. The work requires quick judgement to utilize labor, equipment, and materials effectively during emergency life threatening situations. In most cases, the obvious course of action is taken but in some situations, different options must be considered and independent decisions must be made to successfully complete the task.

**Scope & Effect of Work:** The purpose of the position is to assist in the enhancement of the health, safety, and economic well-being of persons and the protection of property against fire hazards throughout the County, which includes a population of approximately 18,000 outside the city of Manhattan. The position accomplishes this by ensuring the fire-fighting equipment throughout the County is operational at all times and by ensuring that the functions of the Fire Chief are fulfilled in the absence of the Fire Chief

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must regularly lift and/or move up to 20 pounds and during emergency situations lift and/or move up to 150 pounds. Employee must drive County vehicles long distances, across the county, on paved and unpaved surfaces. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Movements over rough terrain and stooping and crawling in close quarters may result in extreme physical exertion. Must be able to pass an annual physical. Must be able to wear a self-contained breathing apparatus according to NFPA standards.

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain on-call 24 hours a day for defined periods such as alternating weekends, attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors. Must be able to distinguish different colors.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

During emergency response the Deputy Fire Chief will encounter many hazardous conditions which frequently require special precautions and the use of protective clothing and equipment. The Deputy Fire Chief will encounter critically high stress conditions during and following emergency and disaster situations.

Must reside within Riley County within one year of hire date.

Approved: \_\_\_\_\_ Date:  
(Supervisor)

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.***

***The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***