

Chesterton Fire Department
Standard Operating Guideline
Division: Organizational
Section: 100-B
Subject: Job Description Deputy Chief

Approved By: E. Camel, FDOC, Town Council
Date: 10/25/2021
Pages: 7

Department: Fire Department

Position Title: Deputy Fire Officer **Grade/Level:** N/A

Supervised by whom: Fire Chief

Supervisory responsibilities:

Captains responsible for all department operations.

Exempt Non-Exempt Full-time Part-time

Job outcomes/objectives identified for this position:

1. **Department Outcome:** Accurate Fire Prevention Inspections & pre-incident plans

Employee Outcome: Instruct Captains on plan priorities and oversee development of a schedule

2. **Department Outcome:** Accurate and Timely Budget Development and Grants Management

Employee Outcome: Maintain documentation for accurate accounting of required budgeting items.

3. **Department Outcome:** Reduction of Workplace Injuries

Employee Outcome: Outline needs for monthly safety training program

4. **Department Outcome:** Continued Review/Revision of Department SOPs

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Employee Outcome: Timely review of SOP's as assigned by Chief

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Job Summary: Outline of job responsibilities:

The Deputy Fire Chief is responsible for the day-to-day operations, planning, directing and implementation of fire suppression, the emergency medical program, fire prevention, training of the Chesterton Fire Department to prevent loss of life and property. In the absence of the Fire Chief fulfill his/her duties as needed.

Knowledge: Comprehension of a body of information acquired by experience or study needed to successfully fulfill job duties of this position:

- Hydraulics
- Scheduling
- Pre-fire planning
- National and state fire codes
- Mutual aid applications
- Inspections
- Structural firefighting tactics and equipment
- Emergency medical operations
- NFPA codes
- Budgeting
- Customer Service best practices
- Best safety practices
- Records Management
- Training/Certification requirements
- Current Technology needed to fulfill job duties

Skills: Observable ability to perform a learned activity necessary to successfully fulfill job duties of this position:

- Planning
- Time management
- Team building/collaborative management

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- Fundamental computer skills
- Theories, principles, and practices of effective public administration, with special reference to Fire Department policies, personnel, and budget administration;
- Modern management techniques, supervisory practices, and evaluation methods;
- Principles and practices of effective administration with particular attention to short- and long-range strategic planning;
- Principles and methods of budget preparation and monitoring;
- Activities, objectives, and ideals of fire and life safety services and operations;
- Facilities, equipment, and personnel needed to provide fire and life safety services and operations;
- Methods, equipment, and materials used in providing fire and life safety services; and
- Progressive approaches to employee relations programs

Abilities/Talents: Competency to perform an observable behavior or behavior that results in an observable product/service (**Job-specific competencies**):

- Commitment to maintaining a safe, accident-free workplace
- Commitment to delivering excellent customer service (timely response, accuracy, courtesy, empathy and respect)
- Team-building and consensus building
- Ability to assume any position in the Fire Department
- Ability to effectively receive and give performance feedback
- Effective communication (verbal and written)
- Ability to establish and maintain effective working relationships with local residents, businesses and civic officials
- Effectively lead under extreme conditions
- Problem-solving
- Conflict resolution
- Plan, organize, lead, and direct a progressive public agency with several functional areas
- organize and direct the activities of a large staff engaged in providing optimum fire services
- Plan, prepare, and administer an annual departmental budget

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- effectively analyze and resolve operational and procedural problems
- Develop formal agreements and contracts with other agencies and communities
- Make effective oral and written presentations
- Establish and maintain effective working relationships with staff, Town officials, community organizations, other agencies and Town departments, and the general public
- Ability to develop accurate reports from department data

Physical Characteristics: Physical attributes an employee must have in order to perform the job duties with or without a reasonable accommodation.

- Ability to work in confined spaces with limited visibility
- While performing the duties of this job, the employee is daily required to sit, talk or hear, stand, walk, use hands to handle or operate objects, tools or controls and reach with hands and arms.
- The employee is daily required to climb or balance, stoop, kneel, crouch or crawl.
- The employee must daily lift and or move up to 20 pounds and occasionally lift and or move up to 100 or more pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Environmental factors: Working conditions (inside or outside the office):

- Work is performed primarily in office, vehicles and outdoor settings in all weather conditions, including temperature extremes during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration
- The noise level in the work environment is usually quiet in office settings and loud in emergency situations.

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Credentials/Experience: Minimum level of education, experience and certifications acceptable for the position.

- State of Indiana Fire Officer II min. Officer III desirable
- State of Indiana Firefighter I& II
- State of Indiana Fire Instructor I & II
- NIMS 300 – 400
- Must qualify annually for fitness of duty and SCBA clearance
- Minimum of ten (10) years career experience
- Must be a United States Citizen
- Certified in CPR/FIRST AID
- HAZMAT
- Valid Indiana Drivers License

Essential Duties and Responsibilities:

- Responsible for all department hires with approval from the Fire Chief and FDOC
- Prepares annual budget and monitors appropriations
- Supervises volunteer and career staff, performance evaluations
- Administers policies and procedures
- Key member of the town management team
- Duty scheduling
- Attendance at professional seminars to maintain efficiency and training requirements
- Commitment of excellent customer service
- Represent Fire Department at a variety of functions
- Maintains the department Performance Management Program
- Seek external funding opportunities and grants
- Serves as key member of the disaster management team
- Responsible to maintain a positive work environment
- Plans, coordinates, supervise and evaluate Fire and EMS operations.
- Advises on and establishes policies and procedures for Fire and EMS.

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- Plans and implements Fire and EMS programs for the Town in order to better carry out policies and goals including those set forth in the various Towns Codes, Ordinances, and the State Fire Code.
- Reviews Departmental performance and effectiveness.
- Reviews and recommends the implementation of new and innovative technology.
- Formulates programs or policies to enhance department.
- Supervises and coordinates the preparation, presentation, and spending of an Annual Budget for the Fire and EMS Department.
- Plans for and reviews specifications for new or replacement equipment.
- Responds to alarms, administers initial emergency care or response and or service when necessary and directs activities at the scene of emergencies as required.
- Responsible for the inspection of buildings and other properties for fire hazards and enforces local fire prevention ordinances as well as the State Fire Code.
- Controls the expenditure of departmental appropriations.
- Train personnel in all aspects of the job.
- Maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Plans Departmental operations with respect to equipment, apparatus, and personnel and further supervises the implementation of such plans in accordance with established policies.
- Assigns personnel and equipment to such duties and uses as the service requires.
- Evaluates the need for and recommends the purchase of new equipment and supplies.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
- Track and schedule maintenance and testing of all department equipment.
- Oversee and schedule timely maintenance of fleet vehicles.
- All other duties assigned by the supervisor.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Employee printed name: _____

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Employee signature: _____

Date: _____