



CIVIL DIVISION
CLASS SPECIFICATION

DEPUTY FIRE CHIEF - EMS

DATE ADOPTED: 5/30/2024

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position involving responsibility for the administrative functions of the fire department and for directing the department in the absence of the Fire Chief. The incumbent will also be responsible for the management, operation, and administrative function of emergency medical service functions within the fire district. An employee in this class will be required to take command at fires and other emergencies in the absence of the Fire Chief or when so directed by the Fire Chief. The work is performed under the general supervision of the Fire Chief and/or the Board of Commissioners. Supervision will be exercised over the work of all subordinate fire department personnel and all EMS personnel related activities.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs all administrative functions of fire department including, but not limited to personnel, purchasing, record keeping and property management;
2. Maintains, modifies, ensures compliance and develops components of the EMS program;
3. Takes active command at fires in the absence of the Fire Chief or when directed;
4. Develops operating policies and procedures;
5. Participates in collective negotiations and administers labor agreements;
6. Handles employee disciplinary matters;
7. Implements orders and directives issued by the Fire Chief;
8. Leads and participates in fire prevention and inspection activities;
9. Leads and participates in training activities;
10. Acts as Infection Control Officer and is responsible for coordinating and updating all Respiratory Fit Testing, blood and airborne training;
11. Acts as CME Coordinator and primary contact with Medical Director(s);
12. Directs department in Fire Chief's absence;
13. May interview prospective employees;
14. Prepares a variety of reports;
15. Provides input for financial planning process for the EMS program and oversees EMS billing system;
16. Oversight, coordination, development, and execution of an EMSQA/QI, as well as oversight and coordination of ePCR /EHR
17. Develops and maintains cooperative working relationships with other community agencies, as well as attending/ensuring appropriate representation at district related meetings within and outside the fire district;
18. Functions as a firefighter, firefighter/paramedic when conditions require.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern firefighting and fire prevention methods; thorough knowledge of local fire prevention laws and ordinances; thorough knowledge of State regulations on Fire Safety and State and County Mutual Aid Systems; thorough knowledge of the use and maintenance of firefighting equipment; thorough knowledge of first aid methods and a variety of medical and first aid equipment in an ambulance; thorough knowledge of the local building code; thorough knowledge of the geography of the locality; thorough knowledge of the fire hazards and fire history of the locality; Knowledge of emergency and medical community resources available and their functions; skill in the operation of a medical emergency radio; ability to plan, lay out and supervise the work of others; ability to develop contingency plans for a variety of disaster situations; ability to



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establish satisfactory working relationships with other government officials and the public; Ability to instruct others both in formal and field situations; Personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

Open Competitive:

- EITHER: (A) Completion of sixty (60) college credits, and fifteen (15) years of volunteer Firefighter experience*, five (5) years of which shall have been as a Fire Chief, Deputy Fire Chief, Assistant Fire Chief or any combination thereof;
- OR: (B) Completion of sixty (60) college credits and eight (8) years of full-time paid firefighter work experience, two (2) years of which shall have been in any position or combination of positions in the rank of Fire Lieutenant or higher;
- OR: (C) Ten (10) years of full-time paid firefighter work experience, two (2) years of which shall have been in any position or combination of positions in the rank of Fire Lieutenant or higher.

*Applicants must submit a letter from a Fire Department or Fire District providing credit for current service or active volunteer experience, which must include the breakdown of the ranks, dates served and length of service credited within each rank.

NOTE: Only education gained at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees is acceptable for purposes of qualification.

NOTE: For Options (B) and (C), unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

SPECIAL REQUIREMENTS:

1. Candidates who have not previously received a permanent appointment to a firefighter position would additionally have to meet the requirements of Section 209-w of General Municipal Law which include completion of an approved fire basic safety training program.
2. Candidates must meet age requirements as specified in N.Y.S. Emergency Medical Services Code, Section 800.40.
3. Possession of current CPR card and current ACLS certification.
4. Candidates must pass the Dutchess County Medical Advisory Committee (MAC) exam.
5. Possession of N.Y.S. Class 5 driver's license.
6. An appointing authority may require candidates to pass a qualifying medical and drug screening test in order to be appointed.
7. Possession of a current N.Y.S. EMT-P Certification and maintain this level while in the position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: