

DEPUTY FIRE CHIEF

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. 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.

TYPICAL WORK ACTIVITIES:

1. Directs all administrative functions of fire department including, but not limited to personnel, purchasing, record keeping and property management;
2. Takes active command at fires in the absence of the Fire Chief or when directed;
3. Develops operating policies and procedures;
4. Participates in collective negotiations and administers labor agreements;
5. Handles employee disciplinary matters;
6. Implements orders and directives issued by the Fire Chief;
7. Leads and participates in fire prevention and inspection activities;
8. Leads and participates in training activities;
9. Directs department in Fire Chief's absence;
10. May interview prospective employees;
11. Prepares a variety of reports;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern fire fighting 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 fire fighting equipment; thorough knowledge of first aid methods; 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; ability to plan, lay out and supervise the work of others; ability to develop contingency plans for a variety of disaster situations; ability to establish satisfactory working relationships with other government officials and the public; integrity; initiative; resourcefulness; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

DEPUTY FIRE CHIEF (Cont'd)

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 REQUIREMENT

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.

PS6102

ADOPTED:	11/07/83				
REVISED:	05/07/84	10/12/84	04/10/86	12/18/86	11/30/09
	12/18/95	11/17/97	06/07/07	03/04/08	02/10/11
	11/21/18				