

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fire Deputy Chief		
<b>Job Code:</b>	1532	<b>Job Family:</b>	Fire
<b>Pay Grade</b>	Y07	<b>Date Reviewed:</b>	09/30/15
<b>FLSA Status</b>	Non Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under general direction of a Fire Assistant Chief or the Fire Chief, plans, organizes and directs personnel and equipment within a Fire Department Division or as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Address/investigates complaints from the public/citizens or other City of Fort Worth employees.
2. Directs, assigns and evaluates personnel and manage physical resources under their supervision.
3. Prepare various Fire and department reports.
4. Plans, organizes, and directs work of the division to which assigned.
5. May act in a higher capacity as Assistant Chief and will be expected to perform all the required and related duties for that rank.
6. Assists in the development of departmental policies, rules, regulations, codes, and procedures.
7. Assists in preparation of division budget, oversees and manages Divisional budget goals.
8. Coordinates internal and external divisional activity within the Department and with private and public agencies.
9. Addresses civic and other groups on the activities and programs of the Fire Department
10. Supervises the maintenance of records pertaining to personnel, research, reports and training.
11. Reads, interprets, implements, and enforces State, City and Fort Worth Fire Department policies, procedures, codes, rules and regulations
12. Operates a computer utilizing various software packages, operating systems, and electronic mail.

13. Is required to operate a motor vehicle.
14. Serves as a member of the Senior Staff or other committees as directed.
15. Knowledgeable in the Incident Command System (ICS) and its application at emergency incidents.
16. Performs other related duties as required.
17. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

**Fire Deputy Chief - Operations:**

1. Directs and oversees Department personnel, facilities, and equipment within his/her area(s) of responsibility.
2. Plans, conducts, and participates in community outreach, community service, and public education in assigned areas.
3. Directs, supports, and participates in daily staffing functions.
4. Prepares, ensures accurate and complete reports on personnel, equipment, drills, incidents, accidents, and injuries.
5. Supervises the maintenance and evaluation of data for assigned personnel, as related to payroll, training and leave usage, and other personnel matters.
6. When necessary respond, assume command, initiate/implement sound tactics and strategies, and exercise judicious authority at emergency incidents.
7. Meet and maintain all requirements for certification to work in fire suppression.

**Fire Deputy Chief – Staff:**

1. Directs and oversees Fire Department personnel, facilities, and equipment within his/her area(s) of responsibility.
2. When assigned, manage the department's strategic and master planning process.
3. Maintains and/or supplements data in various computer programs and in intra-battalion files regarding personnel, facilities, and equipment within his/her area of responsibility.
4. Direct and oversee the administrative and operational functions of his/her assigned division and integrate the Department's goals into routine and special operations.
5. May act in a higher capacity as Assistant Chief and will be expected to perform all required and related duties for that rank.
6. Maintains Emergency Medical Technician certification.

**Marginal Functions:**

1. May perform various administrative duties including budget preparation and the establishment of goals and objectives for a specific Fire Department Division or Unit.
2. Performs other related duties as assigned that support the Fire Department's Mission Statement.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Principles and practices of fire prevention.
- Fire Dispatch.
- Fire Safety Education.
- Fire and Arson Investigation.
- Bomb scene management and bomb/ Improvised Explosive Device (IED) disposal.
- Hazardous materials response.
- Emergency Scene mitigation.
- Incident Command and fire suppression.
- Uses and maintenance of firefighting equipment and apparatus.
- Departmental rules and regulations.
- Geography of the city.
- Fire hazards and firefighting resources.
- Supervisory practices and procedures.
- Basic mathematical areas of adding, subtracting, dividing and multiplying.

- **Skill in:**

- Communicates clearly and concisely in both written and verbal form.
- Reads and interprets blueprints and maps.
- Firefighting techniques.
- Application of first aid and resuscitation techniques.

- **Ability to:**

- Plans, supervises and coordinate the work of others.
- Prepares clear and accurate reports.
- Reads and interprets blueprints and maps.
- Establishes and maintain effective working/living relationships with the public and other employees.

## **MINIMUM JOB REQUIREMENTS**

High School diploma or GED and five (5) years' experience with the City of Fort Worth Fire Department, and must be at least fire officer level.

## **OTHER REQUIREMENTS**

Hold or obtain certification as a Hazardous Materials Technician and Instructor II from the Texas Commission on Fire Protection, and hold or obtain certification in ICS 300 and 400

Valid Texas Drivers License Class "C" or equivalent and an acceptable driving record.

Must attend and successfully complete any required Departmental training.

## **WORKING CONDITIONS**

*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.*

Generally inside/office working conditions; possible exposure to all extremes of the environment; possible exposure to toxic and nontoxic noxious odors, fumes, dust, mists, gases; possible exposure to extreme heat from fire; possible exposure to all other hazards of fire fighting or incident operations.

## **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.*

At emergency incidents; possible lifting up to 100 lbs and/or occasional lifting and/or carrying of objects weighing 50 lbs., use of self-contained breathing apparatus, climbing, pushing, reaching, pulling, sitting, standing, walking, kneeling, crouching/stooping, squatting, crawling, and twisting.