

# City of Seward Job Description



## Job Title: Fire Department • Deputy Fire Chief

---

<b>Range:</b>	19.5-21.5, Progressive	<b>Salary:</b>	Starting \$28.70-33.28Hr.
<b>Department:</b>	Fire	<b>Approved by:</b>	Clinton Crites
<b>Reports to:</b>	Fire Chief	<b>Date:</b>	1/7/2020
<b>Supervises:</b>	Temporary Employees, Volunteers		
<b>Position:</b>	Regular, Full-Time, Exempt		

---

### Summary:

Under the general direction and supervision of the Fire Chief, the Deputy Fire Chief is the recognized Training Officer for the Fire Department and is responsible for organizing, directing and conducting training operations within the department to maintain minimum local, state and federal training and operational standards. The Deputy serves as second in command of the Fire Department and has command responsibilities for firefighting, rescue, emergency responses and other activities of the department. The Deputy Chief serves as a Fire Inspector and is responsible for Fire and Life Safety Inspections in conjunction with other assigned staff.

### Essential Duties and Responsibilities:

Assists in developing and implementing department goals pertaining to fire confinement and prevention, code development/enforcement, public education, and emergency preparedness and analysis.

Assists in implementing policies, service levels and operating guidelines. Clearly communicate new or updated standard operating procedures to departmental personnel and assure training is provided.

Oversee Department training programs and activities; develop and maintain training plans and maintain training records; identify training needs; coordinate with other local Fire Departments and outside agencies; maintain compliance with established medical and safety standards; work with staff and volunteers to correct noted deficiencies.

Supervision of the public education program including delivery, approval of routine expenditures, maintenance of records and participates in preparation of budget.

Speaks as a representative of the department to civic groups, professional associations, the media, and other governmental agencies on issue such as fire prevention, fire suppression, hazardous materials, and other fire service-oriented topics.

---

Approved:

Page | 1

Rev. 1/7/2020

---

Employee

---

Department Head

---

Personnel Officer

---

City Manager

*Deputy Fire Chief*

*Job Description*

---

Directs activities and communications during emergency or training situations and performs firefighting, medical and related tasks as assigned.

Deal successfully and professionally with stressful, unpleasant, or dangerous situations; work professionally, effectively and tactfully with fellow employees, the general public, other governmental agencies and any other individuals or groups conducting business with the City.

Responsible for condition and readiness of all vehicles and equipment; performs minor maintenance on fire equipment; recommends major maintenance as needed.

Coordinates mutual fire protection plans with surrounding municipalities/government agencies.

Ensures that necessary records, reports, correspondence and other documents are prepared and properly maintained. Prepares and administers department budget for review by Fire Chief.

Assists in surveys of buildings, community growth and fire department equipment to estimate needs of the department.

Investigates causes of fires within the City, maintains accurate and detailed records for documentation and prosecution purposes.

Conducts fire prevention inspections of businesses, schools, day care facilities, restaurants, nursing homes, correctional facilities and other occupancies as assigned. Discuss violations with owners and issue written notices.

Assigned stand-by hours to assist in ensuring 24-hour supervision is maintained for response to fire/rescue/disaster. This requires some after hours and weekend on call stand-by and trainings.

Perform emergency/disaster management responsibilities to ensure the City is adequately ready to respond in the event of an emergency/disaster by performing emergency planning, training, and management as identified in the City of Seward's Emergency Operations Plan.

Assist in construction inspections and plan reviews of all new and remodel construction projects in cooperation with the building division. This position will fill the role of building inspector when requested.

Acts as Fire Chief in his/her absence.

Performs other related duties as assigned.

---

Approved:

Page | 2

Rev. 1/7/2020

---

Employee

---

Department Head

---

Personnel Officer

---

City Manager

**Supervisory Responsibilities:**

Directly supervises all temporary employees and volunteers in the fire department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training volunteers and employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

**Qualification Requirements:**

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.

**Education and/or Experience:**

An Associate's Degree in Fire Administration, Fire Science, Management, Business Administration, or Public Administration, Bachelor's preferred. Five (5) years of fire department related supervisory experience. Ten (10) years' experience with a paid, volunteer or combination department. The degree and experience requirement may be substituted for any combination of education, experience and training as deemed acceptable by the hiring authority. Must have a State of Alaska, ProBoard or IFSAC Firefighter 2 certification or equivalent, EMT 1 or higher and experience in conducting fire safety inspections. Fire Officer 1 preferred. Must have or be able to obtain within one year State of Alaska, Pro Board, or IFSAC Fire Instructor 1 certification. Must have or be able to obtain within one year ICC Fire Inspector 1 certification. Must have NIMS 100, 200, 700, 800.

**Progressive Development Plan:**

Each year on the employee's anniversary date, the employee will be evaluated not only on their job performance but also on their professional development. The employee shall be given the opportunity to advance in the specified pay ranges when they have completed the requirements for those ranges. The Fire Chief shall determine if the employee has received the required training, experience and has demonstrated that knowledge to allow for the advancement from one range to another remaining at the same step. If the employee does not advance in a range but has shown above satisfactory performance, the employee shall be granted a merit step increase.

To progress from one range to the next, the employee will have spent one year with the above satisfactory knowledge and execution of the essential duties of this job description plus obtain Two (2) certifications from the list below and two (2) skills/trainings from the list below:

*Certifications:*

1. ICC Fire Inspector II
2. ICC Commercial Building Inspector

*Deputy Fire Chief*

*Job Description*

---

3. ICS (NIMS) 300, 400
4. ICC Residential Building Inspector
5. State of Alaska, ProBoard or IFSAC FIT or CFI
6. ICC Plans Examiner
7. First Aid/ CPR instructor certification
8. State of Alaska, ProBoard or IFSAC Fire Officer II

*Skills and Trainings:*

1. NFIRS - proficiency to enter incident reports correctly and completely into program, export reports to the State Fire Marshal Office.
2. Agenda Statements and Resolutions - Be able to complete required format.
3. Budget - demonstrate ability to use City/department financial software and prepare information for budgeting purposes.
4. Attend Hale pump school
5. EOP- understanding the City's EOP and the ability to update specific chapters.
6. Attend National Fire Academy course in Emmitsburg, Maryland
7. Finance, demonstrate knowledge of proper account coding for department expenses
8. Radio's – programming and troubleshooting.

**Language Skills:**

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:**

Intermediate mathematical skills.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to assess situations, exercise sound judgment, and take appropriate action, remaining cognizant of the department's confidentiality requirements and the City's public relations policy.

**Other Skills and Abilities:**

Knowledge of: applicable codes, laws, statutes and ordinances; management and administrative techniques; principles of effective supervision; a safe and effective operation, maintenance and repair of a wide variety of firefighting equipment and tools; emergency medical treatment and rescue techniques; layout and operation of the municipal water systems; operation and installation of automatic alarm and sprinkler systems; and ability to interpret building construction plans.

Ability to safely and effectively commit and operate firefighting apparatus during a fire; think clearly and quickly during emergencies; establish and maintain cooperative relations with those contacted in the course of the work; analyze situations accurately and take prompt, effective action; comprehend written material and interpret and apply rules and instructions; learn operating policies and procedures; plan, direct and coordinate the work of others; work cooperatively with others and gain their respect and confidence; function with a high degree of independence; follow oral and written directions.

Must establish residency within the Seward city limits within six months of date of hire.

Must maintain required certifications for the duration of employment.

Possession of or the ability to obtain a valid State of Alaska driver's license, CDL is preferred.

Ability to pass a criminal and Driver's History Report.

Ability to pass a drug screening.

**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 regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl, and smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

---

Approved:

Page | 5

Rev. 1/7/2020

---

Employee

---

Department Head

---

Personnel Officer

---

City Manager

**Public Relations:**

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

**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 regularly works near moving mechanical parts in high, precarious places; in outside inclement weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet, cold and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is moderate to heavy at times.