

Tempe Fire Department Policies and Procedures
Fire Deputy Chief
410.02C
Rev 6-11-09

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of administrative and managerial duties for the Fire Department; to supervise and serve as incident commander in directing the response, readiness and activities of multiple fire companies; and to provide comprehensive program management activities in the development, implementation, and management of programs for divisions and sections of the Department. Exercise positive leadership and management support in dealing with people, programs, and services. Provide highly responsible and complex management level support to the Fire Chief's management team.

Supervision Received and Exercised:

Receives general direction from the Assistant Fire Chief or from the Fire Chief.

Exercises direct supervision over assigned sworn, civilian and technical staff as appropriate.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Exercise management and leadership responsibilities in the day to day activities and functions of the department.
- Serve as Shift Commander or District Manager, or section head, managing, directing, and organizing the assigned section; manage, supervise, and coordinate emergency service activities, including fire suppression, EMS, and special operations response.
- Serve as staff Program Manager in areas such as special operations, medical services, support services, training and other related programs; recommend goals and objectives; assist in the development and implementation of policies and procedures.
- Represent the Department and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Supervise and coordinate fire suppression companies on an assigned shift; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Interpret and apply departmental policies and procedures; enforce compliance.
- Prepare and review forms, reports, schedules, recommendations and other administrative records related to fire suppression, training or other special programs as assigned.
- Continuously review employee performance and document through a performance review system and/or development program.
- Manage budget for assigned area of responsibility; assist in budget implementation; participate in the forecast of resources needed for staffing, equipment, materials and supplies; administer the approved budget.
- Attend and participate in professional meetings and conferences.
- Command fire fighting activities in response to fire alarms; decide on the methods of combating fires; direct fire fighting until relieved by an Assistant Chief or the Fire Chief.
- Prepare, direct and coordinate training programs; review and assess training needs and available programs; oversee and coordinate the attendance of Departmental staff at training programs and seminars; research policies and procedures related to training activities.
- Participate in recommending the appointment of personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Conduct periodic familiarization inspections of the City to insure continued knowledge of structural conditions and associated fire protection considerations.
- Respond to difficult complaints and requests for information.
- Manage the care and cleaning of quarters, buildings, grounds, apparatus and equipment.
- Perform related duties as assigned.
- Assist in managing fire and life safety code compliance.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years as a Fire Captain.

Training:

An equivalent to an Associate degree in Fire Science or related field, plus the educational requirements for Captain candidate eligibility. Bachelor's degree in fire Science, Management, Public Administration, or related field is desirable.

Licenses/Certifications:

Possession of, valid Arizona driver's license.

Possession of, or ability to obtain, an appropriate, valid Emergency Medical Technician Certificate.

Possession of, or ability to obtain, an appropriate, valid Hazardous Materials First Responder or Hazardous Materials Technician Certificate.