



# City of Tempe

## FIRE DEPUTY CHIEF

### JOB CLASSIFICATION INFORMATION

|                                |            |                                 |                                  |
|--------------------------------|------------|---------------------------------|----------------------------------|
| <i>Job Code:</i>               | 497 / 496  | <i>FLSA Status:</i>             | Exempt                           |
| <i>Department:</i>             | Fire       | <i>Salary / Hourly Minimum:</i> | \$127,611                        |
| <i>Supervision Level:</i>      | Manager    | <i>Salary / Hourly Maximum:</i> | \$127,611                        |
| <i>Employee Group:</i>         | CSU        | <i>State Retirement Group:</i>  | PSPRS                            |
| <i>Status:</i>                 | Classified | <i>Market Group:</i>            | Assistant Fire Chief             |
| <i>Drug Screen / Physical:</i> | Y          | Y                               | <i>EEO4 Group:</i> Professionals |

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general direction from an Assistant Fire Chief or from the Fire Chief.  
 Exercises direct supervision over assigned sworn, civilian, and technical staff as appropriate.

### MINIMUM QUALIFICATIONS

|                                 |   |
|---------------------------------|---|
| <i>Experience:</i>              | Two years as a Fire Captain with the Tempe Fire Medical Rescue Department or two years as a Fire Captain or rank(s) above, currently participating in a Public Safety Personnel Retirement System (PSPRS) position in the Central Arizona Automatic Aid Consortium.   |
| <i>Education:</i>               | <ul style="list-style-type: none"> <li>● Equivalent to an Associate degree in Fire Science or degree directly related to the core functions of this position, plus the educational requirements for Captain candidate eligibility.</li> <li>● Bachelor’s degree in Fire Science, Management, Public Administration or degree related to the core functions of this position is desirable.</li> </ul>  |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> <li>● Must possess and maintain a valid driver’s license.</li> <li>● Possession of, or required to obtain, an appropriate, valid Emergency Medical Technician Certificate.</li> <li>● Possession of, or required to obtain Incident Command System (ICS) 100, 200, 700 and 800.</li> <li>● Possession of, or required to obtain, an appropriate, valid Hazardous Materials First Responder or Hazardous Materials Technician Certificate.</li> </ul> |

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's and Department's stated mission and values. To perform a wide variety of administrative and managerial duties for the Fire Medical Rescue 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 as a member of the Fire Chief's management team.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times. Exercise management and positive leadership responsibilities in the day to day activities and functions of the department.
- Serve as Shift Commander, or Section Chief, managing, directing and organizing the assigned section; manage, supervise and coordinate emergency service activities, including fire suppression, EMS and special operations response.
- Serve as 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.
- Prepare special research reports and develop programs as assigned.
- Attend and participate in professional meetings and conferences.
- Command firefighting activities in response to fire incidents; decide on the methods of

combating fires.

- Respond to emergency incidents, don proper PPE, SCBA and operate in an IDLH environment.
- 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.
- Provide pro-active performance planning utilizing performance management tools.
- Assist in managing fire and life safety code compliance.
- Physically present to perform the duties of the position.

### PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

### COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i>  |
|-----------------------------|-----------------|--|
| Foundational                | All Employees   | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory             | In Addition >   | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory                 | In Addition >   | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager                     | In Addition >   | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director             | In Addition >   | Entrepreneurship and Networking  |
| Director                    | In Addition >   | Organizational Vision  |

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

### JOB DESCRIPTION HISTORY

*Effective Date November 15, 1988*

*Revised November 1995*

*Revised June 2003 (Range Changed)*

*Revised June 2005*

*Revised August 2004 (Range adjustment)*

*Revised May 2008 (title change)*

*Revised June 2009 (job duties/minimum qualifications)*

*Revised March 2010 (job duties revision)*

*Revised June 2013 (added new job codes for 40 hr, 56 hr, and 48 hr)*

*Revised March 2014 (Essential Functions correction)*

*Revised January 2018 (update min quals)*