

City of Rapid City

Job Description

Job Title	Deputy Fire Chief		
Job Code:	DPFC	Bargaining Unit:	Non-Union
Pay Grade:	See Compensation Scale	Date Revised:	June 2023
FLSA Status:	Exempt		

General Summary: This position is responsible for directing, and overseeing the support and operations divisions of the Fire Department, under the Fire Chief. This role may assume role of Fire Chief in his/her absence and provide for administration and direction of the Fire Department. This position may oversee all activities and services relating to: facilities, communications, staff management, budget management as well as equipment allocation. The Deputy Fire Chief is responsible for CPSE (Centers for Public Safety Excellence) accreditation, which may include project management of obtaining and maintaining achieved accreditation.

Essential Duties and 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.

- Assists with planning, directing and supervising the department budget, operations, personnel, equipment, facilities and employment.
- Assists with establishing policies, procedures and rules for department according to national accrediting standards.
- Plays a key role in assisting the Fire Chief in the development and implementation of the department's strategic goals, objectives and short and long-range plans
- Assumes responsibility for departmental operations in the absence of the Fire Chief, which may include responding to emergency incidents, participate and/or assume Command
- Advises the Mayor, Common Council and other governing bodies on Fire Department matters such as budgets, administrative business, Fire and EMS operations or fire prevention
- Assists in making final hiring decisions on positions, including interviewing applicants and participating in group selection process.
- Addresses interested groups on request and may represent the department at official and civic functions.
- Responds to citizen inquiries and resolves difficult and sensitive complaints
- Maintains physical conditions necessary to perform official duties and day-to-day operations, and operates job related equipment.
- Manages staff by: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Education and/or Experience:

Bachelor's degree from four-year college or university and five years extensive experience in fire and emergency service management and supervision with increasingly responsible experience. Master's degree and/or completion of the National Fire Academy's Executive Officer program preferred. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

- Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.
- At a minimum, be certified as an EMT by the State of South Dakota or be Nationally Registered as an EMT.
- May be required to hold a certification, license or registration to perform essential duties as assigned.

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually moderate. Work is primarily performed in an office environment and includes responding to emergency scenes (which may include IDLH – immediately dangerous to life and health environments) in the community. Physical hazard from smoke fumes and inhalation, burning objects and obstacles may be present at a fire scene. Attendance at evening and/or weekend meetings may be required.

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 talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.