

City of Rapid City Job Description

Job Title	Deputy Fire Chief		
Job Code:	DPFC	Job Family:	
Pay Grade:	NU26	Date Revised:	10/19/2020
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 accredited four-year college or university in Fire Science/Fire Emergency Management, Public Administration, and/or Business Administration and/or closely related field and four years progressively responsible experience in fire and emergency service management principles and techniques related to fire, EMS and emergency management administration and/or an equivalent combination of education, specialized training and relevant experience.

Certificates, Licenses, Registrations:

Must obtain and possess a valid South Dakota driver's license. Must complete 40 hours of related/relevant continuing education every two years.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. 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 up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.