



# WASATCH FIRE DISTRICT JOB DESCRIPTION

## *Deputy Chief*

**Position Title..... Deputy Chief**  
**Division:..... Administration / Operations**  
**Supervised by: ..... Fire Chief**  
**Supervises..... Battalion Chiefs**  
**Status ..... Full Time/ Salaried/ Exempt**  
**Standard Shift .....5/8 or 4/10**

### **GENERAL PURPOSE**

The Deputy Chief is responsible for assisting the Fire Chief in managing the day to day operations of the Fire District. This includes assisting in the management of staff, budget, and the efficient direction and administration of all activities and programs for the district. The Deputy Chief is authorized to act in the absence of the Fire Chief.

### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Fire Chief.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Plan, organize, direct and coordinate operations of the district, and motivate district personnel to meet District objectives.
- Responsible for planning, organizing, supervising, and directing the operations of the district and for the full and effective use of assigned personnel, equipment, and financial resources.
- Assists Fire Chief in establishing the vision, direction, and leadership for all activities and operations of the fire district including but not limited to fire prevention, suppression, emergency medical services, emergency preparedness, fire investigation, technical rescue, hazardous materials, and public education/ relations and wildland urban interface.
- Supervise subordinate personnel including hiring, performance management, employee development and training, provide coaching, and initiating corrective action.
- Coordinates, manages, and may assume command of all types of emergency scene operations and emergency personnel using established incident command procedures.
- Oversees fire district operations relating to apparatus maintenance and facilities.
- Prepares a variety of reports and records including but not limited to personnel evaluations, supply requisitions, incident reports, training reports, etc.
- Keep informed as to relevant best practices in assigned area of responsibility and implement or update new practices to strive for continued improvement and excellence.
- Assists with development and implementation of district policies and procedures to assure performance standards and quality assurance.
- Maintains continual information flow to Fire Chief, insuring reliability of information.
- Performs other duties as assigned by the Fire Chief.



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### **DESIRABLE MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Bachelor's Degree from an accredited college or university with major course work in fire science, emergency management or other related field; equivalent combination of education and experience may be accepted.
- Ten (10) years of full-time fire service-related work to include a minimum of four (4) years of supervisory experience equivalent to Battalion Chief level or above; may substitute additional education for experience as outlined above.
- Must possess a valid Utah Driver's License and maintain stable driving record.
- Must be able to show past certifications in EMS at the Basic, Advanced or Paramedic level.
- Fire Officer Certification to at least Fire Officer I or equivalent and including National Incident Management System required courses of ICS 300 & 400.
- Must be able to generate documents and communicate effectively via use of Microsoft Office Products and other associated computer software programs.
- Experience and knowledge of incident command system, strategies and fire fighting tactics, emergency medical service operations and management.
- Must be a resident of Wasatch County within 3 months of hire.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of fire service operations and public administration. Thorough knowledge of effective practices and methods.
- Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.
- Develop, communicate and implement district policies and procedures.
- Knowledge of International Fire Code, National Fire Protection Agency standards, Insurance Services Office (ISO) requirements, State and local statutes and ordinances relating to fire and building inspections.
- Skill to interpret and apply laws, rules, and regulations.
- Skill in working with others and establishing strong communication with district employees, the general public and public officials.
- Completion of National Fire Academy, Executive Fire Officer Program.
- Familiar with Wasatch County and surrounding jurisdictions (department type, volunteer, career etc.).

### **TOOLS AND EQUIPMENT USED**

Vehicle, radio, pager, personal computer, telephone, recorder, photo and audio/visual equipment, district apparatus, operational tools and equipment.



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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by any member 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 member is frequently required to stand; sit; walk; talk or hear; use hands and reach with hands and arms. The member is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The member must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle, and outdoor settings, in all weather conditions including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance including infectious substances, smoke, noxious odors, fumes, chemicals, solvents, and oils. The member occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, moderate during daily work routine, and loud at an emergency scene.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change. Wasatch County Fire District is an equal opportunity employer and maintains a drug and alcohol-free environment.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_