



# Deputy Fire Chief

Job Specification  
Classification: Competitive  
Series: Fire Service  
Level: 1 of 2

**DISTINGUISHING FEATURES OF THE CLASS:** This is the first level of the Fire Service Upper Level series and is responsible for the operations of the department. Responsibilities include preparing work schedules; evaluating and coordinating vehicle repairs; conducting investigation; administering and assisting with the development of the department budget; directing the operations of the department; and providing leadership in emergency situations. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Supervises staff to include: prioritizing and assigning work; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Maintains and updates the department's personnel files, such as investigating complaints, monitoring required certifications, tracking performance evaluations, performing background checks, and maintaining related personnel information.
- Coordinates the organization, staffing, and operational activities for division including support services, operations, administration, and/or other related areas.
- Manages program resources to ensure emergency response capability of the Department; inspects facilities and equipment for repair, readiness, level of maintenance, and supplies necessary to support demand of programs and/or services. Chooses contractors and negotiates price for repairs.
- Participates in the development and administration of assigned budget; forecasts additional fund requirements; monitors and approves expenditures; recommends budget adjustments.
- Coordinates activities and meetings with outside agencies; performs research, prepares reports, and recommends operational changes.
- Oversees fire suppression activities and use of appropriate and safe procedures.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Supervisory principles;
- Budgetary principles;
- Operational characteristics, services, and activities of a comprehensive fire suppression program;
- Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities;
- Principles and procedures of recordkeeping and reporting;
- City geography including the location of water mains, hydrants, major fire hazards of the City, and City streets;
- Applicable federal, state, and local laws, codes, and regulations;
- Procedures, methods, and techniques of emergency medical services;
- Community safety codes and regulations;
- Applicable federal, state, and local laws, codes, and regulations.

Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Ability to: (continued)

- Direct and control operational side of emergency services;
- Monitor the operation and maintenance of apparatus, equipment, tools, devices, and vehicles;
- Use a computer and related software applications;
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals;
- Interpret, analyze, and apply policies, procedures, laws, codes, and regulations;
- Conduct fact-finding inspections and investigations, including internal investigations;
- Assists with preparation and administration of budgets;
- Read, understand, explain, and apply technical firefighting materials and concepts;
- Prepare and maintain confidential and department records;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** (Promotion)

For exam: Five (5) years experience as a Fire Captain or equivalent combination of Fire Captain and Battalion Fire Chief.

For appointment: Two (2) years experience as a Battalion Fire Chief; or eight (8) years experience as a Fire Captain.

**MINIMUM QUALIFICATIONS:** (Open Competitive) Either:

(A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in Fire Protection, Criminal Justice, Business Administration, Public Administration, or related field and two (2) years of experience as Chief Officer in a career fire department; graduation from the National Fire Academy's Executive Fire Officer Program and/or a Designated Chief Fire Officer preferred; or

(B) Associate's Degree in Fire Protection, Criminal Justice, Business Administration, Public Administration, or related field and four (4) years of experience as Chief Officer in a career fire department; graduation from the National Fire Academy's Executive Fire Officer Program and/or a Designated Chief Fire Officer preferred.

**SPECIAL CERTIFICATION REQUIREMENTS (Promotion and Open Competitive):** Must possess Fire Officer I (State or National) at time of appointment. Must obtain Fire Instructor certification within one (1) year of appointment.

**SPECIAL LICENSING REQUIREMENTS:** Must possess and maintain a valid NYS motor vehicle operator's license at time of appointment and to continue employment.

**Classification history:**

Revised: 10/21/2008; 10/20/2009; 12/15/2009; 3/20/2012