


Ozark Fire Protection District Personnel Policies and Regulations

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|  | APPENDIX NUMBER: | VI | APPROVED BY BOARD: | July 9, 2010 |
| | CHAPTER TITLE: | Deputy Fire Chief: Job Description | | |
| | NUMBER OF PAGES: | 3 | AMMENDED: | July 21, 2020 |
| | PAGE: | 1 of 3 | REVIEWED: | |

TITLE OF POSITION: Deputy Fire Chief


ACCOUNTABLE TO: Fire Chief

PRIMARY OBJECTIVE OF POSITION: The Deputy Fire Chief leads, supervises, and manages the emergency operations and training program of the Ozark Fire District. The Deputy Chief is responsible for the daily staffing and readiness of the District and provides incident management when needed. This position serves as the Operations Chief and Training Officer as well as an On-Call Chief Officer and the Acting Fire Chief.

ESSENTIAL DUTIES:

1. The Deputy Chief leads, supervises, and manages the emergency operations and daily functions of the District so that personnel and equipment are prepared to respond quickly and effectively.
2. Provides oversight of the purchasing, maintenance, and replacement of personal protective equipment and compliance to a respiratory protection program.
3. Ensures proper maintenance, repair, and testing of apparatus, tools, and equipment.
4. Coordinates with the Christian County Emergency Services Center for mapping, emergency operations, and deployment procedures.
5. Maintains and manages communication equipment.
6. Leads emergency planning and preparedness activities.
7. Responsible for leadership, supervision, and administration of personnel policies and procedures through the Battalion Chiefs. This includes ensuring all annual performance evaluations are completed, professional development objectives are established, and personnel issues are managed according to policy and procedures.
8. Coordinates with the Medical Director to ensure EMS protocols are updated, effective, and utilized.
9. Responsible for facility upkeep and maintenance as well as all station supplies and equipment.
10. Serves as the project manager for the planning and construction of new facilities.
11. Oversees the comprehensive apparatus program and serves as the project manager for the planning and construction of new vehicles and apparatus.
12. Responsible for maintaining and updating a complete inventory of all resources.
13. Responsible for the leadership and management of a comprehensive training program.
14. Responsible for the development and delivery of hiring and promotional systems.
15. Provides leadership and direction for firefighter safety through all aspects of an incident safety program, physical and medical evaluations, and conducting post-incident analysis and after-action reports.
16. Provides oversight of budget components related to operations and training.
17. Manages emergency preparedness, response, mitigation, and recovery activities.
18. Leads and directs emergency incidents as needed.
19. Leads and directs the Apparatus and Equipment Committee.
20. Recommends and administers procedures and guidelines and leads the development and revisions of operational and training guidelines.
21. Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports District policies and procedures.
22. Assists in other administrative activities as needed including the development and implementation of short and long-term strategic plans in support of District goals and objectives.

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| | PAGE: | 2 of 3 | REVIEWED: | |

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

The Deputy Chief leads, supervises, and manages the Battalion Chiefs and other personnel assigned to the Operations or Training Division. The Deputy Chief also provides leadership and direction for the Apparatus and Equipment Committee.

EDUCATION, TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS:

Minimum requirements are as follows:

1. Associates Degree (or 60 hours of college credits)
2. Ten (10) years of experience of fire service experience
3. Five (5) years of fire service supervisory experience
4. Advanced ICS (NIMS 300/400)
5. State of Missouri Emergency Medical Technician - Basic
6. Fire Officer II
7. Fire Service Instructor II
8. Fire Inspector
9. Fire Investigator
10. Successful completion of a fit-for-duty test


Note: If an applicant does not have one (1) of the aforementioned requirements, he/she must obtain that requirement within one (1) year of their hire date.

An applicant hired into the position of Deputy Chief must reside within the Ozark Fire Protection District or within five (5) air miles from any district boundary or must be willing to relocate at time of employment.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

1. Effectively and efficiently plans, directs, and supervises the activities of assigned responsibilities.
2. Effectively and properly directs emergency operations as required; makes sound judgments under stressful conditions.
3. Effectively prepares and recommends policy, procedure, and proposals; prepares and maintains proper and accurate records and reports of activities.
4. Understands and directs resources and practices properly and effectively; maintains and tests equipment, apparatus, and stations; performs proper and effective principles of emergency preparedness, fire suppression, and rescue activities.
5. Understands advanced first aid properly and effectively; demonstrates knowledge of effective EMS protocols for a wide variety of medical situations.
6. Assists and trains new employees effectively and cooperatively; conducts and supervises training and drill sessions regularly and applies knowledge gained; understands hydraulics and apparatus operations and operates equipment effectively and efficiently.
7. Demonstrates logic, memory and reasoning skills by applying current knowledge of elementary physics, chemistry and mechanics to firefighting, hazardous material, and other situations.
8. Establishes a working climate in which employees are encouraged to work to their fullest potential.

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| | PAGE: | 3 of 3 | REVIEWED: | |

9. Ability to perform moderate and heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds; ability to move a person weighing over 200 pounds.
10. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements.
11. Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment and work effectively at emergency scenes.
12. Ability to talk and hear in person, by telephone and two-way radio and before groups; ability to see and read instructions, training materials, and see events at emergency scenes.
13. Establishes and maintains effective working relationships with employees, superiors, and the public.

PERFORMANCE EVALUATION

The Deputy Chief will be evaluated annually based on the employee's anniversary date by the Fire Chief. The evaluation will be based on criteria as established in the job description.