


**Ozark Fire Protection District
Personnel Policies and Regulations**

	APPENDIX NUMBER:	VI	APPROVED BY BOARD:	July 9, 2010
	CHAPTER TITLE:	Deputy Fire Chief: Job Description		
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TITLE OF POSITION: Deputy Fire Chief

ACCOUNTABLE TO: Fire Chief

PRIMARY OBJECTIVE OF POSITION: The Deputy Fire Chief is a pivotal leadership role within the Ozark Fire District, responsible for the oversight and strategic direction of emergency operations, training, fire prevention, and administrative programs. This position ensures the daily readiness and staffing of the District, provides critical incident management, and serves as the Acting Fire Chief.

ESSENTIAL DUTIES:

Strategic Leadership & Management:

- Directs, supervises, and manages all aspects of emergency operations and daily District functions, ensuring performance and efficiency.
- Oversees comprehensive emergency preparedness, response, mitigation, and recovery activities, enhancing community safety and resilience.
- Provides leadership and direct command during emergency incidents.
- Develops and ensures pre-planned and large scale incident action plans are developed to ensure preparedness and response.
- Provides leadership to the technical and special operations program, including the swift water rescue team.
- Models professional conduct and management practices, upholding the standards of duty and integrity; ensures compliance with and active support of all District policies and procedures.

Personnel & Organizational Development:

- Leads, supervises, and administers all personnel policies and procedures through subordinate Battalion and Assistant Chiefs, to ensure accountability and continuous improvement.
- Ensures timely completion of all annual performance evaluations, the establishment of clear professional development objectives, and the effective resolution of personnel issues.
- Contributes to administrative activities, including the development and implementation of strategic short and long-term plans that align with and advance District goals and objectives.
- Recommends, implements, and continuously refines standard operating procedures (SOPs); leads the development and revision of operational, safety, and training guidelines.
- Administers hiring and promotional systems, ensuring fair, transparent, and merit-based processes.

Resource Management & Logistics:

- Provides oversight and management of assigned budget components, ensuring fiscal responsibility and resource allocation.
- Ensures firefighter safety through all aspects of an incident safety program, including physical and medical evaluations, and ensures the completion of post-incident analyses and after-action

reports.

- Maintains and manages a comprehensive inventory of all District resources.
- Oversees the procurement, maintenance, and replacement of personal protective equipment (PPE), ensuring full compliance with a respiratory protection program.
- Ensures the proper maintenance, repair, and testing of all apparatus, tools, and equipment, ensuring operational readiness and safety.
- Manages and maintains all communication equipment.
- Responsible for the upkeep and maintenance of all District facilities, including managing station supplies and equipment.
- Serves as a project manager for the planning and construction of new District facilities, from conception to completion.
- Provides oversight for the comprehensive apparatus program, acting as project manager for the planning, acquisition, and construction of new vehicles and apparatus.

Inter-Agency Coordination & Collaboration:

- Works with other Fire Districts within the region to ensure collaborative working relationships.
- Builds relationships with other allied emergency response organizations.
- Coordinates with the Christian County Emergency Services Center on critical mapping, emergency operations, and deployment procedures, enhancing regional interoperability.
- Collaborates with the Medical Director to ensure EMS protocols are consistently updated, highly effective, and rigorously utilized by all personnel.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

The Deputy Chief directly leads, supervises, and manages Assistant Chiefs and Battalion Chiefs.

EDUCATION, TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS:

- Experience: Fifteen (15) years of progressive fire service experience, with a minimum of five (5) years of supervisory experience at the Battalion Chief level or higher.
- Education: Bachelor's Degree required; Master's Degree highly preferred.
- Certifications & Qualifications:
 - Completion of executive and command level leadership credentials and certification.
 - Advanced Incident Command System (ICS): NIMS 300/400.
 - Current State of Missouri Emergency Medical Technician - Basic (EMT-B) certification.
 - Fire Officer III certification.
 - Fire Service Instructor II certification.
 - Fire Inspector certification.
 - Fire Investigator certification.
 - Demonstrated substantial experience in large-scale emergency preparedness and response operations.
 - Successful completion of a comprehensive fit-for-duty physical examination.

Note: Any required certifications or qualifications not held at the time of hire must be obtained within one (1) year of the hire date.

Residency Requirement: An applicant hired into the position of Deputy Chief must establish residency within the Ozark Fire Protection District within a mutually agreed-upon timeframe following the hire date.

EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:

1. Demonstrates the ability to plan, direct, and supervise assigned responsibilities with high effectiveness and efficiency.
2. Directly directs emergency operations, exhibiting sound judgment under high-stress conditions.
3. Prepares and recommends policies, procedures, and proposals; maintains accurate and comprehensive records and reports of all activities.
4. Possesses a deep understanding of resource management and best practices; consistently maintains and tests equipment, apparatus, and stations; applies proper and effective principles of emergency preparedness, fire suppression, and rescue activities.
5. Exhibits advanced first aid knowledge and applies it properly and effectively; demonstrates a comprehensive understanding of effective EMS protocols.
6. Ensures the training of new employees; regularly conducts and supervises training and drill sessions, consistently applying newly gained knowledge; understands hydraulics and apparatus operations, and operates equipment efficiently and effectively.
7. Demonstrates strong logic, memory, and reasoning skills by applying current knowledge of elementary physics, chemistry, and mechanics to firefighting, hazardous material, and other critical situations.
8. Cultivates a positive working climate that actively encourages and develops employees.
9. Possesses the physical capability to perform moderate and heavy physical work, including the ability to lift and carry over 100 pounds, and to move a person weighing over 200 pounds.
10. Capable of performing a variety of physical movements including standing, walking, sitting, riding, bending, crawling, pushing, and pulling.
11. Possesses the necessary hand/eye/foot coordination to safely drive and operate a vehicle and equipment, and to perform effectively at emergency scenes.
12. Ability to communicate effectively in person, by telephone, and via two-way radio, and to present before groups; possesses adequate vision to read instructions, training materials, and observe events at emergency scenes.
13. Establishes and maintains highly effective working relationships with employees, superiors, and the public, fostering collaboration and trust.

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.