

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Deputy Fire Chief	Job Code: 4419
Date: December 7, 2016	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: (Unclassified) Covered*

DEFINITION: This is professional and executive administration work with responsibility to plan, organize, and direct program activities in assistance to the Fire Chief.

CLASSIFICATION STANDARDS: The single position allocated to this class is responsible to the Fire Chief for the effective, efficient, and professional direction and oversight of assigned operational and administrative activities of the department, and performs all duties under his/her general direction.
**Per State Code 10-3-1002, the employee shall be returned to the classified civil service upon expiration of his/her term or appointment of a successor.*

ESSENTIAL DUTIES: Oversee and direct assigned activities, programs, personnel, and strategies of the department; analyze operations, activities, and programs to identify and resolve areas of inefficiency and administrative and operational concerns; may be assigned to plan, organize, and implement programs related to fire prevention and suppression, safety and inspections, disaster and emergency response management, rescue operations, emergency medical care, training, and public education and outreach; assess and develop recommendations to meet the fire, rescue, and emergency response needs of the community through the organization of forces, workforce deployment, equipment use, facility review, and community relations programs; assist in coordinating department functions with other related operations including mutual fire protection plans with other agencies; develop, implement, review, and recommend administrative policies, procedures, and work standards; remain current with applicable Federal, State, and local regulations; may organize pre-fire plans; commands emergency scenes and fire combat operations as needed; conduct or coordinate investigations of suspicious or arson-related fires as needed; acts as Fire Chief in his/her absence.

Assist in preparation and submission of a timely departmental budget; monitor and approve expenditures for assigned areas; project potential budget deficit areas and develop measures to handle same; submit cost projections based on operational needs; oversee accurate completion of payroll; research and make recommendations on the feasibility of new equipment; conduct inspections of all equipment, apparatus, grounds, and facilities and coordinate associated repair and maintenance; research innovative procedures and equipment to advance the efficiency and ability of the department; assist the Fire Chief with both short- and long-term planning.

Supervise, plan, and coordinate the work of assigned staff including scheduling of workload and coordinating workflow; ensure appropriate documentation of department activities; review various work records and reports from the staff and ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel concerns in accordance with established Civil Service rules; conduct performance evaluations; make staffing decisions within the department including the hiring and firing of personnel; represent the department and the City on various boards, groups, and committees; attend a variety of meetings and make presentations to the Council, City Administration, and other groups; respond to requests from the public, media, and other interested parties; act as department spokesman as requested; perform other related work as needed.

MINIMUM REQUIREMENTS: Bachelor's degree in Fire Science, Emergency Management, Public Administration, or a related field; and five (5) years of professional fire combat/EMS experience, two (2) years of which must have been as a Battalion Chief; OR an equivalent combination of education, training, or experience. Requires current membership in the Provo City Classified Civil Service.

License/Certifications. A valid, lawful driver's license is required. Utah State certification as a Fire Instructor II and Fire Officer II are required at time of appointment.

SELECTION FACTORS: *Knowledge of:* laws, codes, rules, and regulations governing the position; all areas of fire and emergency response at the local level including prevention and suppression, safety and inspections, disaster response, rescue operations, emergency medical care, and public outreach and education; fire investigation methods and techniques; the principles and practices of municipal government; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process; the operations, functions, and terminology common to the work. *Skill in:* dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering detail; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; conducting confidential investigations and in handling sensitive issues. *Ability to:* conduct oneself ethically and continually demonstrate high moral character; drive motor vehicles in a safe manner; recognize potential and actual dangers and determine proper courses of action; plan, organize and direct major staff functions and operations; perform work with speed and accuracy; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in the department; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of customer service.

TOOLS AND EQUIPMENT USED: Computer terminal, basic office machines, basic software and word processing programs, department specific software, hand held radio, flashlight, audio and video recording devices, telephone, breathing apparatus, safety clothing, power tools, hand tools, hose and appliances, ropes and rescue equipment, emergency medical equipment and supplies, haz-mat tools and equipment, fire vehicles, and other firefighting equipment.

PHYSICAL DEMANDS: This work requires physical strength and agility to perform firefighting activities as needed. Incumbent must meet the physical fitness standards of the department. Requires long hours without sleep during some incidents.

ENVIRONMENTAL FACTORS: Work location is primarily inside with occasional exposure to adverse weather conditions, hazardous materials, and dangerous situations including threat to life. Regular exposure to deadlines and stressful situations, including contact with individuals in emotionally charged situations. *RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility unless otherwise approved by the Department Chief.*

Department Director

DECEMBER 5, 2016
Date

Mayor/Chief Administrative Officer

12/7 16
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.