

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: DEPUTY FIRE CHIEF**  
**DEPARTMENT: FIRE**  
**REPORTS TO: FIRE CHIEF**

**JOB CODE: 3118**  
**DATE: 2/08**

**JOB SUMMARY:**

Assists in directing, managing, and supervising the day-to-day operations of a division of the Fire Department.

**ESSENTIAL JOB FUNCTIONS:**

Plans, directs, controls, and manages the activities of a division within the Fire Department.

Supervises and directs the work of uniformed and civilian fire department personnel; writes, reviews, and approves performance evaluations; evaluates and recommends training requests; monitors performance through direct observation or reports of activities.

Monitors the activities of all personnel; counsels employees to resolve problems; issues disciplinary actions, including letters of reprimand and oral reprimands; recommends other appropriate forms of discipline; reviews performance evaluations completed by subordinate personnel.

Acts as a member of the city's negotiating team to represent management.

Plans, allocates, coordinates, and monitors departmental resources to ensure efficient and economical operations.

Performs the duties of the Fire Chief in his or her absence.

Reviews reports completed by subordinates in order to ensure accuracy and completeness, to determine the status of assignments, to determine the efficiency and effectiveness of unit activities, and to detect trends and conditions; returns inadequate reports for completion.

Responds to major emergencies to render assistance to members and to take charge of situations if necessary; assigns personnel; supervises activities at the scene; responds to accidents involving fire personnel to assess and appropriately handle situation.

Makes oral presentations to groups regarding various aspects of fire protection, fire prevention, or emergency medical services.

Attends specialized training to ensure that the required level of skill is maintained or improved.

Collaborates with other fire department, public safety, and community groups to plan for unexpected major critical incidents.

Develops and manages the selection process for recruits and promotional testing with the division

Communicates directives, policies, and procedures to subordinate personnel; communicates and enforces departmental rules and regulations in order to maintain discipline and to inform personnel of consequences of infractions of rules and regulations.

Prepares City Council reports and makes presentation to the City Council.

Initiates, manages, and monitors department-related revenue accounts.

Plans, implements, and directs programs related to the city's emergency management program.

Plans, makes application for, and manages local, state, and federal grant programs.

Acts as department liaison to various city committees and boards.

Prepares and manages the operational budget; monitors and controls budget expenditures; prepares specifications for capital purchases.

Manages department facilities by developing and implementing long-range maintenance plans through the Capital Budget Process.

Develops effective professional relationships with the City Manager, elected officials, other city officials, subordinates, members of other fire departments, and the general public.

Utilizes best practices in leading a health care provider agency, including full knowledge of HIPPA, health care economics, billing practices, and medical ethics.

Operates a public service utility model.

Projects economic consequences of federal rule changes; forecasts economic consequences.

Provides on-call response twenty-four hours a day, seven days a week.

Orders the evacuation of citizens during major disasters.

Takes command of major emergencies, including multiple alarm fires, mass-casualty incidents, hazardous materials incidents, public health crises, and other natural and human-made events.

Develops requests for proposals for and reviews the work of professional consultants under contract by the City of Concord; provides expert opinion to the City Manager, the City Council, the public and other organizations regarding their findings and the value of their work.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Specialized Emergency Vehicles	Mobile and Portable Radios
Protective and Safety Equipment	Meters and monitoring Equipment
General Office Equipment	Computers
Firefighting Equipment	Technical Rescue Equipment
Basic and Advanced Life Support Emergency Medical Equipment	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree in Fire Science/protection, Public Administration, Business Administration, or a related five years experience at a level equivalent to Company Officer, or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Driver's License.

Firefighter Level II certification by New Hampshire Fire Standards & Training.

Fire and/or EMT Instructor Certification is desirable.

Nationally Registered Paramedic desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

The principles and practices of sound management and motivational techniques.

Fire protection techniques, practices, and methods.

Budget preparation and administration.

Staffing of a medium-sized fire department for the delivery of optimum service.

Personnel practices and applicable legal considerations as they pertain to department employees.

All pertinent local, state, and federal laws and city ordinances.

Contemporary methods of fire protection, prevention, suppression, and Emergency Medical Services.

Pending changes in technology that would improve the department's effectiveness.

Principles and practices of emergency medicine, fire alarm, fire prevention, fire communications, hazardous material, and technical rescue.

State and federal laws pertaining to fire department operations and liability issues.

Grant procurement techniques.

Demographics and cultural diversity of the citizenry in order to effectively respond to or direct the response to situations involving cultural diversity.

Sound labor management principles.

Performance evaluation practices and procedures.

**Skill in:**

Conflict resolution.

Interpersonal relations.

Operation of equipment as assigned.

Effective written and oral communications.

Understanding the work of subordinates in order to effectively answer questions and resolve concerns.

Reading, comprehending, and explaining all pertinent local, state, and federal laws and city ordinances.

**Mental and Physical Abilities to:**

Lead and delegate work to subordinates and enable commanding officers to resolve division problems and conflicts whenever possible.

Direct and lead the work of a division within the fire department.

Exercise sound judgment in determining the course of action needed to effectively stabilize emergency situations.

Prepare and administer the division's budget.

Read, comprehend, and explain policies, procedures, and practices.

Communicate effectively both orally and in writing.

Safely operate emergency vehicles and their equipment, especially under stressful and/or dangerous conditions.

Analyze situations, both emergency and routine, efficiently and accurately, in order to objectively stabilize situations and to determine best courses of action.

Prepare clear, concise, and accurate reports and to check the reports of subordinates.

The employee is frequently required to walk, stand, sit, reach with hands or arms, talk or hear, and use hands to finger, handle, or feel.

While performing essential functions of the job, the employee is occasionally required to lift and/or move 100 pounds.

The employee is required to use distance vision, color vision, and depth perception to accomplish job responsibilities.

**Working Conditions:**

The employee's working conditions are typically quiet when in the office environment, but may be moderately quiet to loud.

The employee must occasionally work for sustained periods while exposed to outside atmospheric conditions.

The employee may be exposed to possible bodily injury from fires, hazardous material, medical pathogens, and hostile subjects.

The employee is occasionally exposed to possible bodily injury from falling from high, exposed places and to possible bodily injury from explosions, as well as from toxic or caustic chemicals.

Working time may require irregular hours.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.