

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

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| Deputy Fire Chief |
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| Department: | Fire |
| Pay Grade: | FS9 |
| FLSA Status: | Exempt |
| Job Code: | FR61 |

JOB SUMMARY

The Deputy Fire Chief holds a pivotal position within the Fire Department Command Staff, providing crucial support to the Fire Chief in leadership, management, administration, and operations. They serve as the Fire Chief's representative when required and are entrusted with the implementation of departmental programs in line with the Chief's vision. This role carries substantial technical responsibilities, encompassing strategic planning, budget oversight, personnel management, emergency response coordination, community risk reduction, and emergency management initiatives.

ESSENTIAL JOB FUNCTIONS

- Responsible for the overall supervision, administration, leadership, and coordination of the Department's various divisions, including standards and policies, performance management, employee relations, customer service, prioritizing and assigning work, and all other related activities.
- Contributes to short-, mid-, and long-term planning; aids in identifying and developing departmental priorities, goals, and objectives; actively participates in identifying efficiencies and resolving complex public safety issues.
- Successfully leads and manages personnel with varying backgrounds and experience levels; maintains a positive attitude and work environment; champions a team-centric culture that encourages and embraces new ideas, develops team members, and welcomes diverse perspectives.
- Plans, directs, and implements fire department policies.
- Revises job descriptions and suggests changes to the organizational structure, employee responsibilities, and compensation.
- Responsible for the conduct, efficiency, development, and discipline of assigned personnel, monitoring their performance, activity reports, and work priorities.
- Conveys clear expectations, develops personnel at all levels of the organization, and completes staff performance evaluations.
- Ensures department personnel's behaviors and actions align with the City and departmental mission, vision, and values.

- Oversees and ensures employee performance and corrective action if needed, including implementing performance improvement plans, discipline, and other remedial measures.
- Serves as a technical resource and provides guidance and coaching to other team members.
- Visits fire stations to meet with personnel to build relationships and trust, discuss current events, resolve issues, and address concerns.
- Resolves questions and conflicts pertaining to the Department, assists with internal investigations, and responds to community inquiries and concerns.
- Oversees recruitment, hiring, employee onboarding and separations, and promotional processes upon consultation with the Fire Chief and Human Resources.
- Participates as a member of and leads cross-functional project teams for the Department and City.
- Assists with and directs staff meetings to ensure information is distributed to all personnel; meets with supervisory and Department personnel to plan and formulate programs and procedures; reviews and approves reports, plans, and records before submission to the Fire Chief.
- Prepares memoranda, reports, and metrics for the Fire Chief; researches issues; prepares responses, correspondence, ordinances, fee schedules, and agenda items for presentation to the City Administrator and City Council.
- Assists the Fire Chief as a liaison to other City Departments.
- May be required to respond to, participate in, and serve as the Incident Commander at various complex emergency incidents to guarantee the safety of personnel and determine appropriate strategies and tactics to ensure life safety, incident stabilization, and property conservation.
- May be required to serve as the Emergency Management Coordinator for the City, liaise with the Atlanta-Fulton County Emergency Management Agency (AFCEMA), and/or serve as Incident Commander during Emergency Operations Center (EOC) activations.
- Responsible for planning, researching, processing, and executing special projects of diverse scope, more extended time frames, and significant complexity.
- Assists in coordinating the development of the Department's annual budget; reviews departmental purchases and financial transactions; monitors all fund account balances and ensures that expenditures comply with City, State, and Federal guidelines; prepares detailed reports to include expenditure analyses and revenue projections and makes recommendations to the Fire Chief.
- Ensures payroll accuracy and that daily staffing records adhere to Department policies.
- Oversees grant proposals and monitors Department grant accounts; coordinates with federal and state agencies to ensure that specific requirements are met.
- Maintains Key Performance Indicators (KPIs) for all Department Divisions and regularly updates the Fire Chief.
- Performs analyses by utilizing organizational performance measures and data reporting tools to identify trends, opportunities, or other patterns for service delivery.
- Represents the Fire Chief at council meetings, committee meetings, and other job-related meetings with architects, business owners, contractors, council members, developers, engineers, other City Departments, and the general public to maintain positive public/business relations.
- May be on an on-call rotation and responsible for monitoring Department activity after hours, providing guidance to shift personnel, responding to incidents in a support or

command role, speaking to the media, serving as public information officer, and notifying the rest of the command staff of relevant incidents or issues.

- Performs related work as required.

This position requires the employee to work as directed during undeclared and declared emergencies. The employee may be recalled around the clock for emergency response operations, necessitating irregular work hours, work at alternative locations, and duties beyond those outlined in the official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- Requires a Bachelor's Degree in Fire Science, Public Administration, or a related field from an accredited institution; Ten years of experience with five years of supervisory experience and responsible administrative and operational experience in managing a major division within a career City or County Fire Department of similar size and composition; or equivalent combination of education, training, and experience.
- Must be a Certified Firefighter in the State of Georgia or possess an NPQ I or II Certification. (Must obtain State of Georgia Firefighter Certification within six months of hire).
- State of Georgia or National Registry EMT or Paramedic Certification required. (Must obtain State of Georgia EMT or Paramedic Certification within six months of hire).
- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 certification within six months of hire.
- Required to perform job requirements for Fire Officer IV as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.

Preferred Qualifications:

- Master's Degree in Fire Services, Emergency Services, Emergency Medical Services, Fire or Public Administration, or another related field
- Project Management experience
- Fire and EMS-related budget experience to include development and oversight
- Public Speaking experience to include Council Presentations

Preferred Licenses or Certifications:

- Executive Fire Officer Designation (EFO)
- Certified Fire Officer Designation (CFO)
- Advanced Emergency Management certifications to serve in the Emergency Operations Center (EOC)

Other/Special Requirements:

- Requires a comprehensive background investigation to include a local, state, and federal criminal history check, financial background, and sex offender registry check.
- Requires satisfactory results from a high-risk medical evaluation and pre-employment substance abuse testing and is subject to random controlled substance testing.
- Successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council.

- Meet the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, as determined by the Fire Chief.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory Motor Vehicle Record (MVR).

Knowledge, Skills, and Abilities:

- Knowledge of Fire Department planning and administration, including an understanding of the ISO Fire Suppression Rating Schedule (FSRS), NFPA standards, OSHA regulations, the International Fire Code (IFC), and relevant state and federal labor laws.
- Effective and constructive communication skills, fostering a culture of innovation, development, and diversity.
- Critical, strategic, and innovative thinking abilities.
- Positive attitude, enthusiasm, and solution-oriented approach to work.
- Competence in safely commanding and managing various emergency incidents.
- Understanding of modern firefighting and rescue techniques.
- Comprehensive knowledge of leadership principles, including staff supervision, training, and evaluation.
- Familiarity with human resources principles, recruitment, selection, and confidentiality.
- Understanding of organizational development and training practices.
- Ability to monitor and improve organizational and individual performance.
- Motivational and developmental skills for team members.
- Proficiency in customer service principles and satisfaction evaluation.
- Logical reasoning skills for problem-solving and decision-making.
- Establishment of cooperative relationships within and outside the organization.
- Implementation of effective administrative programs and procedures.
- Strong organizational and time management skills.
- Clear and effective communication of complex ideas through various mediums.
- Active listening skills for understanding verbal and written information.
- Knowledge of budgeting principles, grant administration, and financial analysis.
- Proficiency in arithmetic, statistics, and forecasting techniques.
- Public speaking and presentation delivery skills.
- Effective public interaction, both in groups and one-on-one.
- Competence in operating office equipment and computer software, including Microsoft Office suite.
- Application of rational systems principles and independent judgment.
- Exercise of judgment, decisiveness, and creativity in evaluating information and making decisions.

PHYSICAL DEMANDS

The work involves light physical exertion, typically requiring some combination of stooping, kneeling, crouching, and crawling. It may also involve lifting, carrying, pushing, and pulling objects and materials weighing 12-20 pounds. Tasks may require extended periods at a keyboard or workstation. The ability to perceive and discriminate colors, shades, sounds, odor, depth, texture, and visual cues or signals is also necessary. Some tasks also require oral communication skills.

WORK ENVIRONMENT

Regular work is conducted without exposure to adverse environmental conditions. Performance of suppression functions may include exposure to dirt, dust, and pollen, as well as odors, wetness, and humidity. May also encounter rain, fumes, smoke, extreme temperatures, and noise. Hazardous materials, unsafe structures, heights, confined spaces, and machinery add to the risks. Other hazards include electric currents, traffic, bright/dim lights, and toxic substances. May also deal with animal attacks, explosives, firearms, water hazards, violence, disease, and interactions with difficult individuals.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.