

City of Windsor Heights

DEPUTY CHIEF – (FIRE / EMS)

Department: Public Safety
Reports To: Chief of Police / Fire Services
FLSA Status: Exempt
Written By: Brett Klein
Approved By: Brett Klein
Council Review and Approval on March 2, 2015

Summary Description:

Under the general direction and supervision of the Chief of Police / Fire Services, the Deputy Fire Chief is responsible for the directing, planning and organizing of the daily activities of the fire suppression, fire prevention and emergency medical services functions. The incumbent monitors the overall effectiveness and efficiency of the department and makes recommendations for improvement. The incumbent directs the activities of the department as assigned by the Chief of Police / Fire Services. The incumbent will also supervise and enforce the City's rental inspection program, and commercial and residential fire inspections.

Appointment/Selection:

Selection is made by the Chief of Police / Fire Services with input from the City Administrator. Selection shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the principals and practices of contemporary municipal management, public sector budgeting fundamentals, personnel administration and public relations.
- Knowledge of the principles and practices of fire suppression and emergency medical services.
- Ability to develop a departmental budget and operate within the confines of such through regular monitoring.
- Ability to plan, organize, direct and supervise employees toward departmental and City goals.
- Ability to ensure that effective internal controls are developed and maintained to enhance the integrity of the organization.
- Inspires and guides others toward department and City goals and objectives; coaches, mentors, challenges staff and has the ability to adapt leadership and management style to the time, place and circumstance.
- Ability to effectively communicate verbally and in writing.

- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, contractors and the press.
- Ability to use contemporary technology, including computers, telephones, social media and software management programs.
- Ability to act as a positive change agent and be adaptable to changing conditions.
- Ability to maintain cultural diversity and sensitivity; supports opportunities to recruit, develop and retain a diverse workforce and promote teamwork.
- Ability to compile regular reports on programs including an evaluation of their effectiveness.
- Ability to operate all department equipment proficiently, including the safe driving operations of all department vehicles.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently and exercise sound judgment.
- Knowledge of and the ability to safely work with general and specialized tools and equipment used in various fire suppression and emergency medical service programs and projects.
- Knowledge of basic emergency management practices including application during a critical / hazardous incident.
- Knowledge of investigative techniques sufficient to gather relevant information, conduct research and interpret the facts and findings.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Knowledge of the International Building, Fire, Maintenance, Mechanical and Residential Code.
- Possess the level of judgment and stamina necessary to complete all tasks
- Ability to perform arithmetic, algebraic calculations and solve problems with abstract and concrete variables.
- Ability to read building plans.

- Working knowledge and general understanding of modern fire and emergency medical administration and the ability to perform fire safety inspections, code enforcement related to the job and rental inspections.
- Knowledge of all related Codes, standards, laws, and rules regulating the operation of fire and emergency medical services.
- Ability to manage and lead a volunteer fire / ems department utilizing creative and contemporary solutions to staffing logistics.
- Ability to coordinate and oversee comprehensive training program for the department and maintain records to ensure staff have received the most current and applicable training.
- Knowledge of the maintenance of departmental equipment and ability to supervise and perform routine maintenance of all equipment.
- Working knowledge of the operation, size and location of fire walls, cutoffs and water mains as applied to firefighting activities of the fire department.

Essential Functions (The following is a list of typical duties and not meant to be exclusive or inclusive):

- Serves as working supervisor by directing and participating in the daily activities of subordinates in all functions of Fire and EMS.
- Instructs, assists and directs the activities of subordinate staff including when faced with difficult or unusual assignments; encourages innovation and fosters an environment for individual and team success.
- Reviews work for accuracy and completeness and mentors staff to ensure staff's work meets organizational expectations.
- Prepare and submit to supervisor the annual department budget in accord with the current procedures for doing such and monitor expenditures and revenues throughout the year to ensure department remains within the confines of the operating budget.
- Purchases commodities and services in accord with the current City purchasing policy.
- Sets up daily work schedules for Fire and EMS employees, and determine manpower, equipment and material needs.
- Respond to Fire and EMS calls when on duty or as directed by supervisor; evaluate the situation and coordinate and participate when necessary the operations at the scene.
- Assist the Chief of Police and Fire Services in the administration and operations of the Fire and Emergency Medical Services functions. Regularly updates the Chief with information concerning various projects in progress and developing issues.
- Plans, schedules, evaluates and oversees all Fire and EMS personnel, projects and operations and equipment.

- Accountable for effective fire incident command and / or significant incidents involving EMS services to include mass casualty incidents while on duty and on call.
- Assumes incident command at major scenes as appropriate and notifies the Chief of Police / Fire Services immediately if administrative assistance is required or as soon as practical after the event.
- Maintains the records of fire inspections for all commercial buildings, apartments, schools, day care centers, hospitals, nursing homes and all other required buildings; notifies through proper channels the owners of violations and issue citations as necessary for compliance.
- Maintains the training records for all Fire and EMS personnel and coordinates the same with the Chief of Police / Fire Services.
- Assists the Chief in conducting interviews, background investigations and makes recommendations for acceptance or removal of full-time, part-time and paid-on-call personnel.
- Supervises the maintenance and upkeep of all vehicles, equipment, alarm systems, tools and facilities, and keeps records of maintenance performed.
- Supervises and causes the regular scheduling of required tests of equipment to be performed, keeps records of such, and initiates repairs when needed.
- Attends seminars and conferences relating to emergency medical services, fire and hazardous materials, and other related emergency preparedness topics as authorized by the Chief of Police and Fire Services.
- Respond to citizen complaints taking remedial action when necessary and reporting the same in a timely manner to the Chief of Police and Fire Services.
- Ensure staff is in compliance and holding all necessary certifications for their respective positions.
- Propose new revenue streams regularly and in accord with the proposed budget.
- Determine resource needs and request funds accordingly during the budget process or in accord with the purchasing policy, based on priority needs working in tandem with the Chief.
- Supervise departmental purchasing and monitor expenditures to ensure compliance with the fiscal year budget.
- Assists the Chief with development and implementation of policy and procedure and various fire and ems related codes.
- Attends City Council meetings only as directed by the Chief of Police and Fire Services.

- Assists the Chief in preparing monthly and annual reports to be submitted to the City Administrator and City Council.
- Initiates and maintains applicable record keeping and uses such results for best possible allocation of staffing and equipment resources.
- Coordinates with other agencies and departments in mutual aid responses and for the mitigation and clean-up of hazardous material incidents.
- Reviews building plans and plats as necessary.
- Serves as the City Safety Coordinator
- Resolves personnel complaints and problems and maintain a productive work environment.
- Recommend the appointment, promotion, and dismissal of personnel based on objective evaluation criteria.
- Monitor contracts for compliance with all provisions contained therein.
- Work with the Chief of Police and Fire Services to develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Work with City and County emergency management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Works with other City officials in the oversight of the City's Property Rental and Rental Inspection Code.
- Other duties as directed by the Chief, City Administrator or City Council that arise from a matter of policy or contemporary trends.

Experience and Training:

- Graduation from an accredited college or university with a two (2) year Associate's Degree or applicable certificate. Bachelor's degree in fire science, public administration or related field is preferred. A combination of training and extensive related experience may be substituted for some portion of the educational requirement.
- Iowa Firefighter I, II, Paramedic and EMT certifications.
- Fire Officer II and Fire Instructor II certifications.
- Minimum of three years of progressively responsible Fire Suppression and EMS experience including in a lead or supervisory capacity.
- Two years of administrative and supervisor experience, departmental budget experience, and demonstrated computer proficiency.

- Must possess a valid Iowa driver's license and Commercial Driver's License. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.
- Possession and maintenance of C.P.R., AED and First Aid certifications.
- Must reside within five (5) miles of the City limits.

Tools and Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, postage meter, first aid and safety equipment, and public safety radios.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.
- Must be able to wear and operate while wearing SCBA equipment.
- Fire and EMS department equipment and vehicles including trucks and attachments, car / light truck, air compressor, pumps, saws, grinder, ladders of various heights, pick-axe, generators, chains, extension cords, measuring equipment, hoses, oils, traffic control equipment, and hazardous equipment.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of Fire Department machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30 pounds.
- Use hands frequently to finger, handle, or feel objects, tools or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.

- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold, darkness and poor lighting.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between administration, clerk, parks, police, building inspector, City Council, and other temporary staff. It is of the utmost importance that any personal information be kept strictly confidential and in the event of written documents with personal information be held under lock and key.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Acknowledgement:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

Employee's Signature

Date

City Administrator

Date

The City of Windsor Heights is an Equal Opportunity Employer.