



CLASS SPECIFICATION FOR:

Deputy Fire Chief

General Statement of Duties:

Serves under the direction of the Fire Chief; oversees planning, organization, direction, and coordination of the strategic activities of an assigned branch, including reviewing quality management processes for their assigned area; manages and supervises assigned Fire Assistant Chiefs, Battalion Chiefs, Fire Captains and other sworn and non-sworn staff assigned under their command; provides guidance on strategic decisions, policies, plans, operations, activities, etc. as a member of the Executive Staff; represents the Fire Chief as required; responds to significant emergency and disaster incidents when necessary; attends assigned local, regional, state, and national meetings; serves as an ESF-4 representative in the Emergency Operations Center; performs other related duties as required.

Distinguishing Features of Class:

An incumbent in this class has primary responsibility for all activities of an assigned branch, Operations or Community Risk Reduction. Primary duties and responsibilities include the strategic, long-term, short-term and day-to-day administrative oversight, management, and supervision of the assigned branch, Operations or Community Risk Reduction's staff and operations including ensuring sworn and non-sworn personnel's readiness for optimal performance and achieving the Division of Fire's goals. Additionally, the Deputy Fire Chief must demonstrate the physical capability and excellent judgment necessary at all times in order to effectively serve as the incident commander during incident responses and to ensure first responders under their command respond appropriately to the incident and perform safely and proficiently, and to maintain basic proficiency in general firefighting and EMS duties. General supervision and administrative direction are received from the Fire Chief. In contrast, a position in the next lower class in the series (Fire Assistant Chief) has responsibility for an assigned shift or organizational division. A position in the next higher class, Fire Chief, commands responsibility for the entire Division.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Provides administrative oversight, management and supervision of the assigned branch, Operations or Community Risk Reduction, to ensure the safe, full and efficient operational readiness of assigned subordinate personnel and resources;
- Performs all supervisory responsibilities necessary to effectively lead, supervise, train, and evaluate subordinate sworn supervisory staff, non-supervisory sworn personnel, non-sworn supervisory and non-supervisory direct reports, and serves as a coach and mentor;
- Participates in recruitment activities, serves on promotions boards, reviews and approves personnel actions including but not limited to recommendations for transfers, promotions, disciplinary actions, commendations, etc.;
- Directs the work assignments and monitors and evaluates job performance of assigned subordinate personnel, identifies skill deficiencies, provides coaching for performance improvement and development, includes establishing performance requirements and personal development targets, prepares and delivers performance evaluations, and plans and implements remedial training and other corrective actions as needed;
- Ensures the development and utilization of relevant performance criteria needed to evaluate the performance of assigned personnel and programs, directs the collection of relevant data, interprets the output and outcome measurements, and coordinates changes to ensure improvements for safe, effective, and efficient operations;
- Assists with budget preparations and presentations, monitors expenditures for assigned cost centers, evaluates the cost effectiveness, efficiency of operations and service delivery, identifies need for changes or enhancements, collaborates with appropriate personnel to ensure all approved funding is utilized appropriately and in the most cost-effective manner;
- Prepares, delivers and/or presents written and oral reports, memoranda, correspondence, presentations, and other documentation;
- Understands and is consistently accurate in interpretation and application of Division and County policies and procedures;
- Reviews policies, standard operating procedures (SOP) and directives, identifies need for and recommends new or revisions to existing policies, SOP and directives, develops or collaborates on the development or revision of policies, SOP and directives, and coordinates related implementation activities;
- Ensures the successful implementation of Division rules, regulations, policies and procedures within the assigned command;
- Attends or directs internal meetings, serves on or leads committees, special project teams and other special assignments as assigned;
- Represents the Division of Fire at various local meetings and public appearances before citizen groups, volunteer organizations, political constituents, and the news media;
- May serve as liaison to other County, Regional, State and Federal agencies regarding matters of local, state and national security;
- Represents the department on local, regional, state, and national meetings committees as assigned;
- Collaborates on or directs the development of departmental goals, strategies, policies, procedures, and programs;
- Reviews existing, proposed and changes to laws affecting fire suppression and emergency medical services for impact on internal policy, recognizes implications for the department and makes viable response recommendations to the Fire Chief;
- Maintains an up-to-date understanding of the Division of Fire's role within the context of the larger role in Henrico County Government and the community and follows orders and chain-of command to effectively implement the Division of Fire's mission;



CLASS SPECIFICATION FOR:

Deputy Fire Chief

- Maintains effective working relationships with other County agencies, developing strategic partnerships to achieve departmental goals and objectives, including collaborating and interacting on a regular basis both orally and in writing as well as face-to-face;
- Develops and maintains an extensive up-to-date knowledge and understanding of emergency response operations and the resources, personnel, technologies and equipment utilized in support of department operations; as well as emerging new trends in managing operations, technologies and equipment;
- Participates in physical fitness activities, maintains and demonstrates the necessary physical capability and proficiency in basic firefighting and EMS duties;
- Represents the Fire Chief and the Division of Fire at various functions;
- May be required to perform the duties of the Fire Chief as needed during their absence;
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Extensive knowledge and understanding of current and emerging trends in fire administration, fire suppression, rescue, prevention, and emergency medical services principles, practices, apparatus and equipment; knowledge of available resources, personnel, department technology and department-specific equipment utilized in department operations; extensive knowledge of national, state, and local fire prevention and building codes; sound knowledge of the operating, financial, budgetary and purchasing systems of the Division of Fire and County Government; sound knowledge of County and departmental rules, regulations, policies, procedures, and directives; demonstrated ability to assume incident command and manage an emergency incident or function as an officer in the incident management system; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures under adverse and emergency conditions; demonstrated professional integrity, sound political savvy and astuteness; demonstrated sound understanding of the Division of Fire's role within the context of the larger role in Henrico County Government and the community; demonstrated ability to effectively implement the Division of Fire's mission; excellent organization skills with the demonstrated ability to plan, organize, delegate, direct, and manage an assigned branch's operations effectively to successfully achieve goals; demonstrated ability to positively and effectively motivate and lead a large staff of sworn and non-sworn subordinates; demonstrated ability to effectively design and implement strategic plans and monitor goal accomplishment; sound skills in the practices of data collection and management with the demonstrated ability to accurately prepare and maintain a variety of complex, confidential and/or sensitive documents, records, reports and other types of documentation; ability to multi-task; ability to read and consistently comprehend, interpret, apply, explain, communicate and enforce technical information and regulations accurately; demonstrated sound technological skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; excellent written and verbal communication skills with the ability to interact professionally with diverse populations; ability to express ideas clearly and concisely, orally and in writing; excellent interpersonal skills with demonstrated ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, County staff and officials, the public, and other relevant stakeholders; demonstrated personal accountability with a demonstrated ability to serve as a positive role model for subordinate personnel by leading by example, maintaining open effective two-way communication channels, and by providing a work environment which builds upon individuals' differences in personnel while focusing on team building; demonstrated ability to foster and maintain high morale and engagement; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County to internal and external stakeholders. This position may require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Four (4) degree in fire science or other relevant field;

Experience: Minimum of ten years (10) years of service as sworn uniformed personnel, including relevant supervisory experience and a minimum of two (2) years of experience as an Assistant Fire Chief or other relevant experience at a senior or executive management level in fire service;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Candidates must also meet the requirements for Deputy Fire Chief, as set forth in the Division's Officer Qualifications Program.
- Valid driver's license and a safe driving record to perform assigned duties at various locations Countywide.
- An annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the position.