

**TOWN OF DUCK, NORTH CAROLINA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE:

DEPUTY FIRE CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide overall support to the Fire Chief. In addition perform a variety of administrative, supervisory and professional work in planning, coordinating, conducting, and participating in emergency response and activities of the Duck Volunteer Fire Department.

ESSENTIAL FUNCTIONS

Assist in the planning, coordinating, supervising, and evaluating of fire department operations.

Respond to and provide incident command for major emergency events and fire alarms.

Maintain a state of readiness for storm/disaster events to include preparation and post operation duties.

Supervise personnel both career and volunteer; ensure priorities are defined; assigned duties are carried out; and performance of personnel and equipment is evaluated in regards to deployment and response to emergency incidents.

Assist in the development of policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the Chief, Town Council and/or Town Manager.

Design and implement fire and EMS training programs for the Department.

Attend and participate in training sessions, conferences and meetings to keep abreast of current trends in the field; represent the Town and the DVFD in a variety of local, county, state and other meetings.

Maintain and perform skills of an EMT during emergency medical response and duties of a firefighter during fire response including fire equipment operation.

Assist with preparing pre-incident surveys and perform fire safety inspections.

Plan for, review specifications, and make recommendations for new or replaced equipment, and supplies and assist with development and monitoring of the annual budget.

Assist in the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the DVFD operations.

Operate a computer to enter, retrieve, modify and evaluate data pertinent to the operations of the Department including incident reports and response.

Prepare and submit periodic reports to the Chief and Town upon request, regarding the DVFD's activities, and prepare a variety of other reports as appropriate.

Meet with elected or appointed officials, community and business representatives and the public on all aspects of the DVFD's activities including educating the public about fire safety.

Cooperate with County, State and Federal fire and emergency management agencies as appropriate where activities of the Town or the DVFD are involved.

Coordinate activities and communicate with supervisors and other Town departments, exchange information with other fire and emergency management agencies and other government agencies.

Ensure that laws and ordinances relating to fire services are enforced and that public safety is maintained.

Responsible for maintaining a safe work environment.

ADDITIONAL FUNCTIONS

Knowledge of the Town of Duck Work Philosophy and the ability to implement these principles into daily tasks.

Provides assistance to other employees or departments as needed.

Ensures that all vehicles and equipment are maintained in good working condition.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

Performs other related duties as required.

REPORTING RELATIONSHIP

Works under the broad policy guidance and direction of the Chief.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED; supplemented by college level course work or vocational training in fire science, fire tactics, emergency response, emergency management or a closely related field or substantial experience which is equivalent to such education, and five (5) years of experience in fire or emergency management work, three years of which must have been equivalent to captain or higher. Must possess or have the ability to obtain and maintain valid certifications as a NC Firefighter Level II, NC Fire Instructor II, NC Standard Fire Inspector Level I and North Carolina Emergency Medical Technician-Basic.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess and maintain a valid Class B North Carolina Driver’s License.

Thorough knowledge of Fire and Rescue Administration and Operations.

Thorough knowledge of modern methods of combating fires and the use and maintenance of fire fighting equipment.

Thorough knowledge of departmental rules and regulations and of fire prevention laws and ordinances.

Thorough knowledge of OSHA and N.C. Department of Labor regulations and requirements.

Thorough knowledge of first aid methods, including emergency medical services.

Ability to lead and command personnel effectively and to instruct them in proper work methods and techniques.

Ability to conduct effective training and oversee the Department’s training programs.

Ability to make sound judgments in emergency and non-emergency situations.

Ability to effectively communicate in writing and verbally.

Ability to establish and maintain effective working relationships with supervisors, and career and volunteer subordinates, and peers.

Ability to give verbal and written instructions.

Ability to make independent judgments which have critical impacts on the organization.

Excellent Physical Condition

Ability to meet the special requirements listed below.

ADA COMPLIANCE

Physical Ability

Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements:

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Requires both oral and auditory communication.

Environmental Factors:

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

The duties listed 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.

The Town of Duck, North Carolina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.