

Middletown, CT Job Description

Classification Title	Deputy Fire Chief
Job Code	
Department	Fire Department
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to oversee the daily operations of the Fire Department ~~and, to assist the Chief in planning short and long term goals, for the Department and to assume command in the absence of the Chief. The work is performed under the direction of the Fire Chief.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Performs administrative duties, which includes designing standard operating procedures and guidelines and overseeing payroll and purchasing functions. Oversees the daily operations of the Fire Department. Initiates and monitors municipal programs and projects.~~
- ~~Assists the Chief with Administers personnel~~ labor regulations and collective bargaining agreements for the department.
- Supervises department personnel. Assists in selecting new employees. Oversees the training and development of Fire personnel. ~~plans, coordinates, a~~ Assigns, ~~directs~~ and reviews work. ~~allocates personnel; maintains standards; evaluates performance; maintains morale and conducts discipline.~~
- ~~Commands fire ground activities at fire scenes; investigates and gathers facts and evidence in determining cause of fires. Maintains availability on call to respond to fire and rescue emergencies. Supervises Suppression division, which includes fire suppression, education, design of procedures and maintaining and purchasing equipment. Designs procedures and equipment needs.~~
- Assists the Fire Chief in preparing the annual budget. ~~a~~ Administers and monitors approved budget. Assists in strategic planning and setting short and long term goals for the department.
- ~~Oversees Training division, which includes monitoring design of procedures and training needs. Maintains mandated OSHA and fire service goals and objectives.~~

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- ~~Coordinates Fire Prevention services and activities with private industrial and business firms. Ensures proper application of inspection of buildings and occupancies.~~
- ~~Reviews the maintenance of equipment including fire engines, apparatus and alarm systems; prepares specifications for equipment and apparatus replacement. Acts as Incident Commander at an emergency scene.~~
- ~~Prepares a variety of reports, documents and correspondence; prepares statistical and narrative reports.~~
- ~~Performs on-site inspections. Assists in reviewing subdivision and commercial development plans to ensure public safety and fire access.~~
- Acts as a liaison and represents the department with the public, the media and victims of emergencies. Responds to and resolves complaints. Speaks to school groups, civic organizations and private citizens on fire-related issues.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree in Public Administration or related field and at least fifteen years of progressive supervisory positions. in Fire Science, Technology or Administration with Master's level course work in the field—Master's degree preferred—and seven years of progressively responsible fire and administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

Other

- ~~Position requires possession of a valid Class II Connecticut driver's license and Interior Structural Firefighting Certification. Executive Fire Officer training from the National Fire Academy.~~

PREFERRED QUALIFICATIONS

~~Graduate degree in Fire, Business or Financial Management and Executive Fire Officer Certification provided by FEMA.~~

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KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Ability to understand mandated safety requirements~~
- ~~Requires the ability to provide first line supervision.~~ Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as reports, leave requests, payroll, budgets, logs, plans, repair orders, contracts, procedures, guidelines, memos, correspondence, handbooks, standards, codes, blueprints, maps, legal briefs, economic analysis, and organizational analysis. Ability to write procedures and training objectives~~
- ~~Requires the ability to communicate orally and in writing with the Fire Chief and all department personnel, other City departments, the Mayor and Common Council, vendors, schools, unions, the media and the public. Knowledge of department equipment~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry. Knowledge of City rules regarding purchases~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence

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- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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PHYSICAL REQUIREMENTS

- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, fire and rescue equipment, hand and power tools, and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

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qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/02/15
Dates revised	