



Deputy Fire Chief

Class Code:
21805

CITY OF FLAGSTAFF
Established Date: Sep 1, 2018
Revision Date: Mar 29, 2022

SALARY RANGE

\$53.08 - \$71.64 Hourly
\$110,406.40 - \$149,011.20 Annually

ADMINISTRATIVE DUTIES:

Actively supports and upholds the City's stated mission and values. Provides highly responsible and complex administrative support to the Fire Chief in the area of operations and administration.

Under direct supervision of the Fire Chief, employees of this class are expected to exercise considerable professional fire and administrative expertise, supervisory skills, and initiative in the administrative and management support. Primary focus is in emergency response, areas of budgeting, fire administration, operations, fire prevention, program coordination, training, fire investigation, hazardous materials, and public education and information. In addition, this position is accountable to the Fire Chief that personnel are fully coordinated, trained, up to date in all aspects of the fire service, and have the staffing, materials, and equipment necessary to perform their function within budget guidelines and restriction.

ADMINISTRATIVE DUTIES

- Supervisory: This job has full responsibility for supervision over the Community Risk Reduction, Support Services, or Operations functions of the Flagstaff Fire Department, including aiding staff in progressively improving capacity through providing feedback, coaching, teaching, mentoring, etc.
- Budgetary: This job has significant responsibility for budgeting at the division level (assists with formulating and monitoring).
- Strategic Planning: This job has significant responsibility for strategic planning at the division level (assists with developing, implementing, and managing long and short-term goals).
- Policies/Procedures: This job has significant responsibility for policies and procedures at the division level (assists with developing, implementing, and interpreting).
- Compliance: This job has full responsibility for following, ensuring compliance with, and enforcing Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
- Council Communications: This job has responsibility for Council communication at the division level (makes recommendations and presentations, writes staff summaries,

ensures Performance Measures are met, and balances needs with Council's adopted priorities and direction).

- Reporting: This job has full responsibility for reporting to Federal/State/Local agencies, including ensuring reporting requirements are met, training others on reporting requirements and methods, and addressing discrepancies in reporting.

EXAMPLES OF THE WORK PERFORMED:

- Provides excellent customer service to both internal and external customers.
- Responds to major incidents for the purpose of assuming command and supporting command staff in any incident including high level assignments within the Emergency Operations Center.
- Provides personnel administration oversight in area of assignment, including: performance appraisals, disciplinary action, promotions, hiring and recruitment, classification and overtime.
- Monitors required certifications of personnel and directs training activities to address these requirements.
- Coordinates project management on a wide variety of projects.
- Assists the Fire Chief in formulating long- and short-range goals for the department and evaluating and planning any expansion to meet the City's growth.
- Attends council meetings and workshops, and other meetings, representing matters relating to assigned duties, as directed by the Fire Chief.
- Researches, compiles, and presents technical advice to various City department heads, the City Manager, the City Council, and outside agencies, as directed by the Fire Chief.
- Keeps the Fire Chief advised of activities through written and oral reports.
- Investigates and resolves citizen and employee complaints that cannot be handled by other Fire personnel.
- Assigns and monitors inventory and commodities control.
- Reviews and assists the Fire Chief in updating department policies, procedures, guidelines, priorities, and resource management.
- Reviews or supervises the review of the department's activity records and general operations to identify problem areas and increase efficiency and effectiveness.
- Coordinates and monitors the department's mutual aid and Fire services contract agreements with the fire district's citizens as approved by the City Council.
- Directly or indirectly supervises the department's training, operations, light duty, fire investigation, hazardous materials, minimum company standards, and public education and information programs.
- On fire or emergency scenes, serves as senior command officer in the absence of the Fire Chief and provides back up and support to Battalion Chiefs during large or complex incidents.
- Attends conferences, conventions, and other educational and professional meetings to remain updated on fire service operations, administration, suppression, and prevention.
- Maintains and updates department policies and procedures.
- Chairs or Co-Chairs department and Labor/Management Teams and committees to create inclusion and improved communications.
- Conducts one on one meetings with direct reports to improve working relationships and communication.
- Serve as an engaged member of the Fire Chiefs Executive Staff.
- Participate in local, regional, State, and national committees or organizations.
- Provides input and presents information to groups regarding local, State, regional and national issues which affect the fire service.
- Serves as Acting Fire Chief, as required.
- Other duties as assigned.

Operations Assignment:

- Evaluates and maintains operational consistency and effectiveness standards and ensures division-wide conformance and compliance by operations personnel.
- Coordinates and monitors the coordination of fire station staffing, programs, apparatus, and materials.
- Serves as chair of the Operations Committee.
- Conducts operational planning for the division and administers operation plan in accordance with division goals and standards.
- Coordinates Uniform Committee reviews, communicates and enforces standards outlined by the committee.
- Serve as Incident Commander (IC) Sector Officer, and Senior Advisor or Emergency Management Staff at major emergencies.
- Take responsibility as Shift Commander on scenes including managing shift during incidents.
- Respond to and mitigate hazards as a result of fires, transportation and industrial related accidents, and hazardous materials incidents at the strategic level. Additionally, provide emergency medical services.
- Conduct in-depth reviews of greater alarm incidents, all fires, and any highly unusual incidents to generate discussion, provide training, and to identify areas of weakness and strength for the affected crews and the department.
- Conduct and evaluate the fire companies during single and multiple company training objectives.
- Ensure adequate personnel resources are available to fulfill daily staffing requirements, special events, and standby services.
- Lead department Standards of Cover efforts

Community Risk Reduction Assignment:

- Keep the City's Emergency Operations Center (EOC) operational at all times.
- Activate emergency call out to have keep personnel respond to the EOC.
- Provide communications to the County or State when determined by the incident.
- Partner with Coconino County Department Emergency Management to update EOP. Complete review every four years and present to City Council for approval.
- Maintain other planning documents as required, including Risk Assessment, Hazard Mitigation Plan, and Continuity of Operations/Continuity of Government (COOP/COG).
- Ensure Fire personnel meet expectations of ongoing physical requirements as outlined in the department-wide exercise program.
- Provide NIMS training for all City employees as required by United States Department of Homeland Security.
- Manage database of employee NIMS training records.
- Represent the City in regional, state, and national efforts for the enhancement of emergency management.
- Oversees Flagstaff's Fire Prevention personnel, ensuring compliance with Federal, State, and local laws governing inspection standards in the community.
- Work to identify grant funds such as Urban Area Security Initiative (UASI), State Homeland Security Grant (SHSG), and others.
- Ensures the Fire Marshall meets all goals and objectives including:
 - Fire house administration.
 - AV Conferences.
 - Webpage maintenance
 - Development Services
 - Fire Department Permits/Services Program
 - Code Development
 - Fire and Hazardous Materials investigations
 - Special events
 - Community information/injury prevention/fire and life safety program (first aide/CPR classes, car safety seat program, characterization program).
 - Appropriate and timely action taken as the FFD's Public Information Officer (PIO)

- Ensures Wildland Fire Manager meets all goals and objectives, including:
 - Fuels Management
 - Flagstaff Watershed Protection Project (FWPP)
 - Wildland response
 - Auxiliary program
 - Regional/State cooperative efforts in wildland fire management

Support Services Assignment:

- Manage the entire budgeting cycle, including generation of issue papers, request funds for line item accounts, coordinate requests for training and conferences, new personnel, and capital equipment.
- Oversee the Fire Budget Committee, communicate budget outcomes with staff, and review monthly expenditure reports.
- Participate in the City’s Capital Improvement Plan by providing information about future fire department facilities, apparatus/vehicles, communication hardware, and funding requirements.
- Coordinates and monitor the policies and processes for obtaining reimbursements from Federal, State and private agencies who received the department services whether through contract or direct request.
- Function as liaison between funding authority and end user for timely expenditure of funds and reporting.
- Manage procurement efforts on behalf of FFD, working closely with Management Services’ Purchasing Section to achieve intended outcomes.
- Serve as point of contact with Human Resources to carry out all processes associated with recruitment and retention of personnel.
- Ensure compliance with payroll reporting regulations in accordance with the Fair Labor Standards Act (FLSA) and City of Flagstaff reporting requirements.
- Coordinates with the Police Department concerning dispatch communications and computerized record keeping.
- Maintain department-specific software and files, including implementing new programs and training end-users.
- Serve as department liaison to Information Technology Section.
- Review and summarize data (specifically incident data) to determine trends and perform calculations to be used in decision-making by staff and Council.
- Communicate with internal and external customers on the activities of the fire department in a readable and understandable manner.

QUALIFICATIONS:

MINIMUM REQUIREMENTS

- Bachelor’s degree in Public Administration, Fire Science or related field at the time of hire or promotion.
- Seven (7) years of progressively responsible experience in the Fire service including three years supervisory experience at a Battalion Chief or Acting Battalion Chief level.

DESIRED EXPERIENCE AND TRAINING

- Budgeting, purchasing, and procurement experience.
- Experience with modern computer and communications systems as they apply to Public Safety.

- Course work at the National Fire Academy with preference given to graduates of the Executive Fire Officer Program (EFOP).
- Designation from the Center for Public Safety Excellence as a Chief Fire Officer Designee.
- Program management in various fire and EMS related fields (i.e. Hazardous Materials, EMS/Paramedics, investigation, training, technical rescue, etc.).

OTHER REQUIREMENTS

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.
- Employees may be designated a take home City vehicle.
- Employees who are designated to take home a City vehicle per the Vehicle Take Home Administrative Policy must live within the prescribed area. The defined as a 12-mile radius from City Hall or 35 miles eastbound, westbound, and southbound from the I-17 and I-40 exchanges, or 10 miles from City Hall along Highway 180 North with a five-mile-wide corridor (2 ½ miles on each side).
- Subject to off-duty recall based on departmental need.

SUPPLEMENTAL INFORMATION:

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)

- Extensive knowledge and understanding of the National Incident Management System (NIMS), Incident Command System (ICS) and the National Response Plan including the City's Emergency Management Plan.
- Extensive knowledge of fire hazards and prevention techniques and the principles, practices, methods, tactics, and equipment employed in modern fire suppression and prevention, hazardous materials, E.M.S., and technical rescue.
- Extensive knowledge of the rules and regulations of the Fire Department of the City and state laws and codes pertaining to fire prevention and enforcement.
- Ability to assume control of any significant incident and perform as part of the Incident Command structure in any assigned role.
- Assists in the preparation and monitoring of the fire department budget.
- Ability to research and prepare bid specifications relating to fire equipment, apparatus, stations, and materials.
- Ability to research, supervise, and implement programs and activities of the department.
- Ability to assist in the short and long-range planning and goals of the department.
- Ability to represent the Fire Department and to present highly complex technical information to department heads, the City Manager, the City Council, and outside agencies.
- Ability to remain current on all matters relating to assigned responsibilities.
- Demonstrated ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement innovative new programs in support of goals.
- Ability to establish and maintain effective working relationships with other employees, City officials, other agencies, and the general public.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- While performing the duties of this job, the employee is frequently required to: sit/use hands or fingers to handle or feel/talk or hear/walk/stand, stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 200 pounds.
- Vision, health and hearing requirements for this position must meet FFD department policies for tiered health levels and NFPA 1582 standards.
- Working conditions include: a variation from office type work to daily station and equipment maintenance to high stress critical thinking inside IDLH (immediately dangerous to life and health) environments.