

**EAST FORK FIRE PROTECTION DISTRICT  
JOB DESCRIPTION**



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<b>JOB TITLE:</b> Deputy Fire Chief/Fire Marshal	<b>FLSA:</b> Exempt
<b>DIVISION:</b> Prevention/Support Services	
<b>REPORTS TO:</b> Fire Chief	<b>DATE:</b> April 11, 2019 (revised)

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**POSITION SUMMARY:**

Responsible for coordination, planning and direction of Districts' Fire Prevention Bureau to include: Code Enforcement, Fire Investigations, Fire Inspections, Public Education, Commercial Plan Reviews, Fuels Management Programs, Support Services, which includes warehousing, facility construction and maintenance, vehicle maintenance, apparatus and equipment purchasing, and special projects.

**ESSENTIAL FUNCTIONS:**

- Develops and implements goals, objectives, policies, procedures and work standards for assigned areas/programs; assists in coordinating the preparation and administration of the annual budget in assigned areas of responsibility; plans, organizes, administers, reviews and evaluates the activities of staff directly and through subordinate managers and supervisors.
- Manage Fire Prevention Bureau: Managers staff and activities of Code Enforcement, Fire Investigations, and Construction/Fire Inspections functions.
- Prepares specifications, bids, contracts, and inspections related to the purchase of all apparatus and support vehicles used by the districts.
- Oversees the preparation of or prepares the design, specifications, bids, contracts, and project management related to the construction of the districts' facilities and capital improvement projects.
- Manage staff and activities of Warehouse and Support Services functions.
- Manage staff and activities of Vehicle/Apparatus functions.
- Manages fuel management programs; bidding of projects, overseeing contractors, working with the public, education of the public, budget and management reporting.
- Acts as front-line responder and manager of large-scale and complex incidents; acts as Interim District Chief as required, or assigned. Coordinates emergency response efforts with other jurisdictions and agencies.
- Weekly rotational Duty Officer.
- Acts as Emergency Operations Center manager as required.
- Manages open burning program: works with County District Attorney Office to adopt and modify ordinances related to the enforcement of the program; provides reports and training to District staff in regard to the enforcement of ordinances; issuance of

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- stop orders, and formal citations; issues formal citations, conducts investigations, and provides support of prosecution and restitutions efforts.
- Conducts inspections in support of fire prevention efforts.
  - Manages Knox Box program; develops and implements policies and directives, conducts purchases, provides training for staff, researches new products, coordinates installations and repairs, manages budget.
  - Perform duties of building/fire plans examiner as required.
  - Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
  - Contributes to the overall quality of the districts' service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.
  - Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

*Note: Duties listed are not all inclusive of the duties to be performed.*

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education and Experience:**

Bachelor's Degree in fire science, business or public administration, or a related field; AND seven (7) years of fire command experience; OR an equivalent combination of education, training and experience as determined by the District Fire Chief. Minimum five years related management and supervisory experience at or above the level of Battalion Chief.

#### **Required Knowledge and Skills**

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, ordinances, rules and regulations.
- Principles and practices of fire safety, inspection and investigation techniques.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Planning, organizing and administering assigned functions in a comprehensive fire suppression and prevention, emergency medical response and hazardous materials control system.
- Administering programs and staff through subordinate supervision.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Taking effective action in emergency situations.
- Conducting harmonious discussions with property owners and the general public and persuading them to comply with desired courses of action.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.
- Performing residential and commercial inspections.
- Reading and interpreting plans and specifications.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Class C driver's license with "F" endorsement (or ability to obtain within 6 months of employment) and acceptable driving record.
- National Fire Protection Association 1021 Fire Officer III Certification.
- Hazardous Material Incident Command certification.
- NWCG Red Card Type 3 Incident Commander – Regional (or ability to attain within one-year of employment).

**PREFERED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

- Completion of National Fire Academy Executive Fire Officer (EFO)
- Certification as an Emergency Manager

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

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

Mobility to inspect various residential, commercial or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling and walking on uneven terrain at construction sites, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells being tested; regularly lift up to 50 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

## **CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*
4. *I understand that all offers of employment will be in writing.*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_