

**EAST FORK FIRE PROTECTION DISTRICT  
JOB DESCRIPTION**



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<b>JOB TITLE:</b>	Deputy Fire Chief/Operations	<b>FLSA:</b> Exempt
<b>DIVISION:</b>	Operations	<b>APPROVED:</b> May 18, 2015
<b>REPORTS TO:</b>	District Fire Chief	<b>REVISED:</b> October 18, 2022

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**POSITION SUMMARY:**

Responsible for coordination, planning and direction of the District's all-hazard field operations.

**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.
- Manages staff and activities of the Operations Division. Plans, organizes and directs the daily operational functions of the District through the Battalion Chiefs; plans, organizes, administers, reviews, and evaluates the activities of staff directly and through subordinate managers and supervisors.
- Responsible for safeguarding District assets.
- Provides/approves discipline, hiring, promotion, evaluation, and pay increases, for all staff and volunteers.
- Works collaboratively with labor representatives and Human Resources to reach decisions and negotiate outcomes.
- Directs the conduct of and conducts analytical studies and programs; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, identifies opportunities for improvement; recommends and directs the implementation of changes.
- Attends and/or makes presentations at board meetings, interagency, committee, and other meetings and conferences.
- 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.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.

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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.

- Represents the District with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, districts, departments, county, city and state agencies and offices, federal agencies, and other service organizations.
- Coordinates disaster response or crisis management activities, provides disaster preparedness training, and prepares emergency plans and procedures for natural (e.g. fires, floods, earthquakes, epidemics,), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.
- Other duties as assigned.

### **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, emergency management or a related field; AND seven (7) years of fire command experience as the position of Battalion Chief or higher; OR an equivalent combination of education, training and experience as determined by the District Fire 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 and inspection techniques.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Principles and practices of developing and administering an effective, all-hazard response program for both volunteer and career personnel.
- 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 that 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.
- Enforcing laws, ordinances and regulations with firmness, tact and impartiality.

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

- Nevada Class B driver's license with an "F" endorsement. Nevada Class C required within 12 months of employment.
- Nevada or IFSAC Fire Officer I, II, and III Certification, California Chief Fire Officer Certification, or equivalent Fire Officer Certification as determined acceptable by the District Fire Chief
- Hazardous Material Incident Command certification.
- NWCG Red Card Type 3 Incident Commander (Regional)
- NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version) AND Professional Development Series (PDS)

#### **PREFERRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

- Completion of or in the process of National Fire Academy Executive Fire Officer (EFO)
- Certification or past certification as a Paramedic

#### **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.

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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.*

**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:** \_\_\_\_\_