

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative and supervisory positions, the primary duty of which is managing the activities of an assigned shift. An employee of this class may also be assigned to perform the duties of the Fire Chief in the absence of the Chief. The Deputy Fire Chief assists in the planning and organization of department activities, assists in the management of personnel, supervises the preparation and maintenance of shift records, and performs assigned public relations duties. The Deputy Fire Chief also takes command at the scene of a fire or other emergency and directs all operations until relieved by the Fire Chief. Employees of this class work with little supervision, receiving directions for special assignments from, and having work reviewed by, the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the absence of the Chief. Manages all operations and activities on an assigned shift. Assists in setting goals and objectives for the department. Recommends needed policy statements or policy changes. Conducts inspections of assigned divisions of the department, evaluates effectiveness of these divisions, and takes action to correct problem areas. Assists in the planning and organization for the use of departmental equipment. Monitors and evaluates local conditions which may become fire or safety hazards.

Assists in the planning and organization of personnel management functions. Assists in personnel selection. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Personally provides on-the-job training for new employees and may conduct classes in assigned fire department subjects.

Holds meetings with subordinates to receive reports and disseminate information. Inspects the appearance of all assigned personnel and equipment. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides assistance in technical areas of work; discusses their work

performance with subordinates; and writes employee evaluation reports. Maintains discipline by conducting corrective interviews, recommending disciplinary action to the appointing authority, and informing subordinates of disciplinary action taken against them.

Supervises the preparation and maintenance of the records and reports of the assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Writes reports needed to document department activity on the assigned shift.

Answers questions for the public about the operation of the department or any related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Directs activities at the scene of a fire or other emergency until relieved by the Fire Chief, performing duties such as size-up and overseeing safety precautions, supervising subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, and salvage. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being physically fit to perform effectively the duties of the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of District Fire Chief.

Must possess a valid Louisiana driver's license.

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