



CLASSIFICATION	15
RANGE	\$71,591 - \$107,386
FLSA	EXEMPT
NOTICE REQUIREMENT	30 DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	YES

## Deputy Chief – Fire and EMS

### Job Summary: *(General summary/objective)*

This position will perform at a senior command level with a broad range of administrative, management, supervisory, and technical work in firefighting, EMS, rescue, fire prevention, and training activities. Work involves supporting the emergency services activities of the department as well as responsibility for management of major program areas or operational components of the department. The employee will be responsible for directing, delegating, managing, supervising, evaluating subordinates, organizing and aiding the Chief. The employee may be assigned various responsibilities within the department.

This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. Will be subject to emergency call back. Persons in this position will encounter sensitive information in the performance of their duties and are expected to maintain that information confidentially.

### Key Responsibilities/Essential Functions:

- Participates in establishing and maintaining department-wide goals and objectives
- Participates in community planning efforts and fire safety education
- Analyzes data, assesses needs, formulates conclusions and recommendations and prepares statistical and narrative reports on projects as required
- Conducts special administrative and management studies
- Assists in planning, organizing and training, fiscal management and administration of employee relations and Equal Employment Opportunity policies of the county
- Promotes an environment of cooperation and collaboration during all internal and external interactions
- Represents the department in interactions with volunteers, citizens, members of the press or other local, state or federal agencies as directed
- Promotes customer service opportunities and resolves complex and unique internal and external customer service issues
- Evaluates performance and reviews evaluations made by subordinate supervisors
- Coordinates and approves leave of assigned personnel in order to ensure that adequate minimum staffing levels are maintained.
- Enforces department and county policies and procedures
- Counsels and directs subordinate supervisors to facilitate department objectives
- Serves as a coach and mentor in the professional development of subordinate supervisors
- Conducts complex personnel investigations and report findings and recommendations as directed.
- Attends and actively participates in meetings, events, and emergency incidents as assigned.
- Directs, supervises, and participates in the operation of emergency service delivery on a day to day basis including fire suppression, hazardous materials, emergency medical, and specialty rescue operations.
- Regularly responds to multi-unit and multi-alarm incidents to perform command functions
- Develops strategies and mitigates emergency situations.
- Initiates accident or injury investigations for incidents involving field personnel and/or equipment; prepares and reports findings and recommendations to the Chief.

- Monitors daily operations and service delivery for safety risks and initiates corrective action as appropriate.
- Manages the daily functions of the fire and EMS department by planning budgeting for current and anticipated needs
- Assists with record keeping; grant writing and submissions
- Coordinates with the local, state, federal, and private grant application processes
- Assists in recruiting and retention of volunteers through public education, including presentations to schools and community groups, press releases to the news media.
- Assists in the creation and maintenance of fire and EMS, Countywide Standard Operating Guidelines (SOG).
- Remains abreast of all potential, non-local emergency services funding opportunities, coordinating with volunteer fire and EMS agencies and assisting where needed to achieve maximum benefit through necessary application processes.
- Responds to requests for detailed emergency services related data such as fire and EMS response reports as directed.
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- Reviews the mutual aid agreements and assists in updating when necessary.
- Oversees fire and EMS technology program.
- Performs other related duties as requested.

**Job Requirements:**

- Minimum 21 years of age required
- High school diploma or GED equivalent required. Associate's degree in Fire Science or related field required. Bachelor's degree preferred.
- Virginia Department of Fire Programs Fire Officer 2 or NFPA equivalent required. Fire Officer 3 preferred.
- Virginia Emergency Medical Technician required. Paramedic preferred.
- Emergency Vehicle Operators Course (minimum of class 2) required
- National Incident Management System ICS 200, 300, 400, 700, and 800 required
- Virginia Department of Fire Program Driver Pump Operator (DPO) or NFPA equivalent preferred.
- Ten (10) years of verifiable field experience and five (5) years of verifiable career supervisory experience required. Verifiable experience as a career Captain or Battalion Chief or equivalent required.
- Must possess strong skills and knowledge levels in all phases of emergency medical, pre-hospital care, fire services and general provision of emergency services
- Strong knowledge in standard operating procedures with regard to fire and emergency services
- Must be proficient in the use of Microsoft Office products and personal computers.
- Ability to improvise and adapt quickly in stressful situations by managing time and resources efficiently
- Proven ability to lead, manage, and execute fire and EMS operations and tasks
- Must have comprehensive knowledge of National Fire Protection Association (NFPA) standards; Occupational Safety and Health Administration (OSHA) in the Commonwealth of Virginia; Virginia Department of Health Office of EMS (OEMS) requirements; and Botetourt County rules and regulations.
- Ability to make decisions quickly and effectively, under emergency and hazardous conditions and to plan, direct and organize activities of subordinates, often under stressful conditions.
- Must be able to pass an comprehensive physical examination, including: drug/alcohol, sight, and hearing tests.
- Must be able to perform all fire and EMS related physical tasks such as lifting and moving of patients and strenuous physical tasks associated with firefighting.
- During tenure of employment, must maintain physical condition which allows completion of job requirements.
- Must be aware of the potential for exposure to industry hazards including but not limited to air-borne and blood-borne pathogens.

- Must have and maintain a non-restrictive Virginia driver's license and a good driving record during tenure of employment
- Must have and maintain all required certifications and licenses during tenure of employment  
Must be able to maintain the ability to practice at the BLS or ALS level as per the Operational Medical Director.
- Must live within one hour of Botetourt County during tenure of employment.
- Must possess excellent communication and organizational skills to ensure that the citizens of and visitors to Botetourt County receive the best possible Fire and Emergency Medical Services.
- Internal Candidates must have satisfactorily completed the one (1) year probationary period in order to qualify as a candidate for the position.

**Physical Demands/Special Work Environment:**

- This position requires the occasional use of personal protective equipment (PPE) including a full firefighting ensemble and self-contained breathing apparatus (SCBA) that weighs over 50 pounds. This ensemble reduces normal range of motion, dexterity, and mobility.
- The person in this position occasionally moves or traverses uneven terrain, in adverse conditions such as structures under duress of fire and impending collapse while wearing a full firefighting ensemble.
- Constantly operates, uses, prepares and inspects various heavy tools and equipment, many of which must be operated in adverse conditions while wearing a full firefighting ensemble. Some equipment required to be operated weighs over 100lbs and may require multiple personnel to safely operate.
- This position requires the ability to effectively carry, raise, climb and lower ground ladders ranging in size. The ability to carry out these functions while wearing a full firefighting ensemble is required.
- The ability to wear NFPA compliant self-contained breathing apparatus (SCBA) is required.
- Each person in this position is required to pass an annual SCBA mask fit test and NFPA 1582 physical.
- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts, in high precarious places and confined spaces.
- The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.
- The employee is often exposed to extremely high temperature intensities and sudden temperature changes.
- The noise level in the working environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.
- Constantly positions themselves at, below, or above ground level to perform emergency rescue operations.
- The person in this position frequently communicates and exchanges information with colleagues, commanding officers, and general public, often at the scene of an emergency, to give and receive detailed instructions. The ability to exchange accurate information in these situations is essential to the position

**Reports to:** Chief of Fire and Emergency Medical Services

**Supervisory Responsibility:** Battalion Chiefs

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*