

DEPUTY FIRE CHIEF

GENERAL STATEMENT OF DUTIES: Assists in supervising, directing and coordinating the work of the Fire Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for assisting the Fire Chief in directing staff activities of the Fire Department such as training, fire prevention, fire fighting, personnel assignment and record keeping. This work is performed within broad limits of departmental rules and in accordance with principles, policies and objectives outlined by the Fire Chief. The Deputy Fire Chief may be assigned to exercise full control of the departmental activities on an assigned shift or in the absence of the Fire Chief. A high degree of responsibility for the protection of life and property is involved. Supervision is exercised over the work of subordinate department personnel.

EXAMPLES OF WORK: (Illustrative only)

- Responds to all alarms while on duty and general alarms at all times;
- Exercises command at the scene of a fire in the absence of or until the arrival of the Fire Chief;
- Maintains discipline and promotes the morale of the fire department;
- Supervises fire prevention activities including periodic inspection of buildings, premises and industrial processes for fire hazards;
- Oversees the training of new recruits and firefighters already in service;
- Conducts or assists in conducting investigations into the cause of fires;
- Supervises Emergency Medical Services and rescue operations in village;
- May be in charge of a fire prevention program;
- Assists in the preparation of the departmental budget;
- Assists in the preparation of written reports on the activities of the department.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of modern fire fighting and fire prevention principles, practices and equipment; thorough knowledge of the geography and building conditions of the village; good knowledge of the village building code, fire prevention laws, ordinances and regulations; good knowledge of safety precautions used in fire fighting; good knowledge of the Rules and Regulations of the department and the laws under which it operates; working knowledge of fire training practices and techniques; ability to recognize fire hazards; ability to plan and supervise the work of subordinates and to maintain discipline; ability to adopt quick effective and reasonable course of action in emergencies; resourcefulness; administrative ability of a high order; ability to prepare technical and administrative reports; sound judgment; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Four years of experience as a Firefighter.

SPECIAL NOTE: In the *Village of Ilion*, Deputy Fire Chiefs may be assigned to supervise or perform building inspection duties for the purpose of code compliance.

Competitive Class

Revised 02/04/1997 Personnel Officer