



City of Aurora

JOB DESCRIPTION

TITLE: DEPUTY FIRE CHIEF

DEPARTMENT: Fire

LABOR GROUP/PAY PLAN: Executive Pay Plan

LOCATION: Fire Department

JOB CODE: 235

SALARY GRADE: E16

FLSA STATUS: Exempt

EFFECTIVE: 1/1/2006

Definition

As second-in-command of the department under the administrative direction of the Fire Chief, coordinates and directs the supervision of all activities and duties of the Aurora Fire Department that are assigned to him/her by the Fire Chief. Makes recommendations for promotion, discipline, or discharge. In the Chief's absence, the Deputy Chief will be in charge of the department and its operations. Manages five subordinate supervisors who supervise a total of 208 employees in Support Services/Administrative Support/Logistics, Operations/Training, E.M.S., Fire Prevention, Shift Commanders/Battalion Chiefs, and Administrative Offices. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Physical Demands and Equipment

While performing the duties of this job, the employee may be exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, extreme heat, and explosives. The noise level in the work environment is usually moderate. The employee is regularly required to talk or hear; frequently required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Functions of the Job

1. Second in command of department.
2. Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
3. Assists in budget development, analysis, and management.
4. Assists with labor/management relations.
5. Researches and handles planning/capital projects.
6. Maintains intergovernmental relations.
7. Coordinates purchasing of office supplies, clothing, and equipment.

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8. Manages the office and its staff.
9. Responsible for the EMS Program.
10. Coordinates the EAP Program and referral process.
11. Internal Affairs lead officer.
12. Maintains department order book, memo book, and policy manuals.
13. Authorizes personnel coverages and overtime.
14. Responsible for duty assignments (transfers, etc.).
15. Records management regarding areas of responsibility.
16. Coordinates medical and physical assessments.
17. Makes recommendations for promotion, discipline, and discharge.
18. Coordinates and directs the supervision of all activities and duties of the Fire Department that are assigned by the Fire Chief.
19. Participates in the strategic plan development.
20. Performs other duties assigned as related to the position.

Required Knowledge and Abilities

- Requires the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Requires the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Requires the ability to write speeches and articles for publication that conform to prescribed style and format.
- Requires the ability to effectively present information to top management, public groups, and/or boards of directors.
- Requires the ability add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals.
- Requires the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Requires the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Requires the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Requires the ability to communicate effectively both orally and in writing.
- Requires an extensive knowledge of fire department procedures and regulations.

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- Requires the ability to establish and maintain effective working relationships with City official and community business leaders.
- Requires the ability to formulate workable programs from abstract concepts.

Qualifications for Hire

- Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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I, _____, acknowledge that I have received a copy of my job description. The description of DEPUTY FIRE CHIEF describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date