

RILEY COUNTY, KANSAS JOB DESCRIPTION

DEPUTY FIRE CHIEF of ADMINISTRATION

Department:	Emergency Management/Fire District #1	Division:	Riley Co. Fire Dist. #1
Reports To:	Emergency Management Director /Fire Chief		
Pay Grade:	Range 15	Status:	Full Time
FLSA Status:	Exempt		

Position Summary: The Deputy Fire Chief of Administration (DCA) is responsible for the administrative duties for RCFD#1 and response to emergency incidents and, when necessary, assume command and control of those incidents. Response duties will be shared with the Deputy Fire Chief of **Operations** (DCO) and the Director. Management of RCFD#1 record keeping systems and associated reporting requirements. Serve as the primary code enforcement officer for the district. Develop and implement the RCFD#1 training program, jointly with the DCO for staff, under the direction of the Director. Assist Director with district budget preparation and tracking of expenditures. Assist with development and implementation of district policies and procedures. The DCA will be the lead in managing technology-based issues with firefighting equipment. In regards to Public Relations the DCA will act as a high level representative for the District in external interactions with the media, civic organizations, citizen groups, and other governmental agencies for the dissemination of fire service and district related information, coordination of inter-agency emergency response coverage, and the establishment of cooperative working relationships to assist in achieving District operational objectives. Personnel Management will be a shared responsibility with the DCO. The DCA assumes command of the Fire District in the absence of the Director.

ESSENTIAL FUNCTIONS:

- Rotate on-call fire response schedule with DCO for defined periods of time, such as alternating weeks to provide support and supervision of emergency response crews.
- Manage fire investigation related to individual fire response.
- Jointly supervise a volunteer workforce of 155 plus volunteer employees with the DCO.
- Manage RCFD#1 compliance with Kansas State Fire Marshall Office fire reporting requirements, maintain and analyze fire response data, and produce reports and presentations as needed.
- Jointly plan, coordinate and execute the RCFD#1 Fire and First Response training program.
- Manage RCFD#1 technology-based equipment to ensure readiness.
- Assist in managing the Fire District's operational equipment to ensure readiness.
- Assist with strategic planning for RCFD#1.
- Serve as the lead code enforcement officer for the district.
- Serve command staff role at major emergencies and assume the position of fire chief during a declared disaster.
- Assist DCO with annual inventory of all department owned equipment.
- Attend various fire-training schools or seminars necessary to perform the functions of the job. □ All other duties as assigned.
- Other duties as assigned

POSITION REQUIREMENTS: Education: A high school diploma or equivalent required.

License(s)/Certifications: Firefighter I and Instructor I certifications by an accredited institution or equivalent education and experience. Fire Officer I Certification and State certification for Arson

Investigator is preferred. Must obtain First Responder certification or higher within 3 years of hire date. A valid Kansas Non-Commercial Class B Driver's license is required.

Experience: At least 4 years' experience in fire-fighting training and supervision activities, preferably with a volunteer organization. Demonstrated experience with the operation and maintenance of larger (1-ton capacity or larger) vehicles/apparatus is also required. Must demonstrate skill and knowledge in the use of the Incident Command System, utilized in exercises and actual emergency response.

Applicable combination of experience and education considered in lieu of the above requirements.

Skills: Must have demonstrated skill in fire-fighting techniques, including structure and wildland fires. Must have ability in supervision and capacity to establish and maintain effective relationships with employees and volunteers. Must be self-motivated and have the ability to motivate others. Must be able to exercise good judgement in appraising emergency situations and to make appropriate decisions. Must have mechanical aptitude sufficient to inspect fire apparatus, to diagnose problems, and to explain needed repairs to responsible party. Must have ability to read maps and find emergency locations using county addressing system. Must have a basic knowledge of reporting requirements for the Kansas Fire Incident Reporting System. Basic knowledge of Microsoft Office computer programs required.

Physical Demands: The physical demands represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must regularly lift and/or move up to 20 pounds and during emergency situations lift and/or move up to 150 pounds. Employee must drive County vehicles long distances, across the county, on paved and unpaved surface. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Movements over rough terrain and stooping and crawling in close quarters may result in extreme physical exertion. Must be able to pass an annual physical. Must be able to wear a self-contained breathing apparatus according to NFPA standards.

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain on-call 24 hours a day for defined periods such as alternating weekends, attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors.

Work Environment: The work environment characteristics represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

During emergency response the DCA will encounter many hazardous conditions which frequently require special precautions and the use of protective clothing and equipment. The DCA will encounter critically high stress conditions during and following emergency and disaster situations.

Must reside within Riley County within 60 days of hire date.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the 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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