

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Deputy Fire Chief	<b>GRADE:</b>	MGT V
<b>DEPARTMENT:</b>	Fire Department	<b>JOB NO:</b>	1740
<b>DIVISION:</b>	Varies	<b>DATE:</b>	02/15/2016
<b>REPORTS TO:</b>	Fire Chief	<b>FLSA STATUS:</b>	EX
<b>FULL-TIME:xxx</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 281

**REPLACES:** Deputy Fire Chief

**DATE:** 6/1/05

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**JOB SUMMARY STATEMENT:**

Manages and directs one of two assignments - Operations or Administration, as assigned by the Fire Chief. Performs highly responsible managerial and administrative work involved in the planning, organizing, and directing of all activities of the Fire Department. Plans, organizes, directs and evaluates fire suppression, fire prevention, rescue and emergency medical service programs necessary for the community's protection. Responsible for compliance with departmental policies, operating guidelines, and special instructions from the Fire Chief. Utilizes the Chief's Commission on Standards and Professional Practices to illustrate leadership's direction to all areas of the organization in the form of expectations, rules and regulations. Work is performed with broad latitude for the interpretation and applications of policies, rules, and regulations under the authority of the Fire Chief. Acts as the Fire Chief in his/her absence.

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**DUTIES AND RESPONSIBILITIES:**

1. Manages and directs one of two assignments - Operations or Administration, as assigned by the Fire Chief. Provides leadership and guidance to direct reports. Assists with goal setting and evaluates outcome.
2. Plans, organizes, directs and evaluates fire suppression, fire prevention, rescue and emergency medical service programs necessary for the community's protection.
3. Responsible for compliance with departmental policies, operating guidelines, and special instructions from the Fire Chief. Utilizes the Chief's Commission on Standards and Professional Practices to illustrate leadership's direction to all areas of the organization in the form of expectations, rules and regulations.
4. Supervises directly or through managers and subordinate supervisors, all employees of the department; takes personal command of fire fighting activities at major fires and/or other catastrophic emergencies that may occur.
5. Evaluates officers under his/her immediate supervision and collaborates with counterpart in the evaluation of personnel through indirect contact and project management.
6. Integrates dissimilar tasks, activities, and projects into effective individual unit, division, and department plans and operations to achieve organizational goals.
7. Manages and forecasts short and long range planning as assigned.
8. Coordinates and participates in outside activities that are beneficial to the Fire Department. Examples are: local and national fire chief's organizations, local and national fire prevention groups, etc.
9. Assists and advises the Fire Chief in formulation and implementation of the fire department budget and monitors and approves purchasing and expenditures.
10. Directs the preparation and analysis of records and reports to secure efficient operations and to comply with city and state reporting requirements.
11. Directs the development of programs for the training, utilization and continued professional development of personnel.
12. Meets with other municipalities, County, State or Federal agencies and/or businesses to handle issues affecting fire service.

13. Cooperates with the city's mayors, police chiefs and other city officials regarding fire safety and other relevant issues within their cities.
14. Addresses civic clubs, and other community groups regarding fire fighting activities and fire prevention and emergency medical services to explain and promote public understanding.
15. Responds to fires, and other emergency scenes, from time to time, and makes high-level strategic and tactical decisions as to methods of fighting fires and performing rescues, directs the work of all units in all matters concerning fire mitigation.
16. May be required to respond to incidents that have a high profile and where questions from the governing body and/or news media are anticipated.
17. Responsible for assuming all duties, functions, responsibilities and authority of the Fire Chief in his/her absence.
18. Performs other duties as directed or required.

Administration:

1. In conjunction with the Finance Department, coordinates and manages the Fire Department's general accounting functions of accounts payable; procurement of bid items to ensure compliance with City Operating Procedures; and fixed asset inventory. Monitors all department expenditures and oversees the preparation of financial forecasts and projections. Prepares the annual fire department budget.
2. Monitors the EMS billing system revenues, reports, and the interaction between the department and the contract billing service. Monitors the billing and revenues for Client Training, Fire Inspection Fees, and Media Services.
3. With oversight from the Human Resources Department and in accordance City Operating Policies 235, implements and administers the Fire Department's recruitment strategies for personnel. Plans, administers and manages the Fire Department's selection process up to and including offers of employment, coordinates background investigations, polygraphs and psychological tests for pre-employment of personnel. Conducts departmental orientation for all new Fire Department employees.
4. Administers the department promotional processes. Coordinates eligibility, scheduling, and scoring. Provides necessary training to personnel participating in the promotional process. Participates in the design, implementation and scoring of the promotional process.
5. Serves as member of City's internal investigation team for AP107 complaints. Receives complaints reported by public on firefighters or any department employee. Investigates and responds to concerns, problems, or issues.
6. Performs the function of Fire Department liaison with other city departments, the media, and the public.
7. Administers alternate duty assignments within the Fire Department. Evaluates employee's situation; coordinates doctor's evaluation, and assigns alternate duty work as appropriate. Coordinates assignment with the Safety Administrator.
8. Monitors and maintains department's accident and incident reports and point accumulation system. Records findings and maintains official record of findings and points. Coordinates finding with the Safety Administrator and OPFD's Risk Manager.
9. Counsels and assists fire department personnel at all levels with work-related situations, City policy and program clarifications. Review and/or advise on all personnel disciplinary actions. Prepares and maintains reports, files, and correspondence of an administrative or confidential nature.
10. Coordinates and assists with the preparation of plans, obtaining bids, and making recommendations for improvements and/or replacement of all fixed facilities and tangible resources; and maintenance and/or replacement of all department vehicles.
11. Conducts special studies and projects as requested.

Operations:

1. Administers and coordinates all fire and EMS service activities; including special operations and suppression, emergency medical/rescue procedures and regulation, as well as business administration functions. Operational decisions will be data driven, utilizing performance measures, standards of cover and community risk.
2. Develops and maintains professional development requirements for the Operations Division.. Oversees and administers special operations coordinators; including tech rescue and hazardous materials. Collaborates with the Training Division on annual curriculum development and skill evaluations to maintain and develop technicians to the risks associated with the mission.
3. Engages with the Mid America Regional Council's (MARC) response plans covering the metro-area, specifically associated with the Regional Homeland Security Coordinating Committee; including Mass Casualty, Haz-Mat, USAR, regional operability, EM System and mutual aid.
4. Coordinates with Emergency Management staff and fire department personnel on all revisions to the City's Emergency Operations Plan and all related Annexes. Ensures fire department personnel has a working knowledge of EOC,& EOP expectations when activated.
5. Serves as an active representative on the Johnson County Operations Chief's and collaborates with peers to maintain and protect the Johnson County Automatic Aid Agreement.
6. Collaborates with Johnson County Med-Act to execute Partnership Agreement and ensure effective responses for citizens.
7. Implements and evaluates risk management initiatives department wide based on performance measure indicators associated with injuries and accidents.
8. Performs the function of Fire Department liaison with other city departments, the media, and the public
9. Conducts special studies and projects as requested.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Bachelor's of Arts/Science degree in a related field. Must possess a valid driver's license and maintain an insurable driving record.

Master's degree in a related field and successful completion of Executive Fire Officer credentials from the National Fire Academy at the National Emergency Training Center is preferred.

### **EXPERIENCE:**

Ten years of experience in local government fire, rescue and emergency medical operations. Fifteen years of experience with five years command staff and management experience preferred.

### **SKILLS:**

1. Good oral and written communication skills
2. Organizational skills
3. Presentation skills

### **MENTAL REQUIREMENTS:**

1. Knowledge of the principles and practices of modern fire and EMS departmental administration.
2. Ability to produce senior level work products, which entail complexity of subject matter, multiple options, limited established guidance, and the need for programmatic creativity.
3. Advanced knowledge of the principles, practices, procedures, equipment, and apparatus used in modern fire and EMS municipal services.
4. Knowledge of the principles of local government organization, administration, and human resource management.
5. Knowledge of the ordinances and statues affecting the operation of the department and its mission with the city of Overland Park.
6. Ability to plan, implement and direct programs, operations and activities including employee training and development services, fire suppression, fire prevention, and emergency medical services.
7. Ability to function effectively in group process situations and understand consensus development.
8. Ability to express ideas clearly, both orally and in writing.
9. Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as to command and hold the respect and discipline of subordinates.
10. Quick decision making skills

### **PHYSICAL REQUIREMENTS:**

1. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
2. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
3. Ability to run, climb, crawl, crouch, bend, stoop, reach, twist, contort, and lift up to 160 lbs. while wearing 50 lbs. of equipment
4. Exposure to fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; natural and man-made disasters; and hazardous materials incidents.
5. Exposure to extreme temperatures and adverse weather conditions.
6. Eye-hand coordination adequate to use assigned technical equipment.
7. Ability to work 100' above grade and in confined spaces.
8. Ability to operate city vehicle.

### **SAFETY REQUIREMENTS:**

1. Must not pose a direct threat or significant risk of substantive harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief and/or to discipline for such violations.

### **SPECIAL REQUIREMENTS**

Employees that are fire qualified and/or EMT/MICT certified must also meet the physical requirements of the **FIREFIGHTER or PARAMEDIC** job description. Fire and/or medical certification must also be maintained.

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct:

- Fire Battalion Chief
- EMS Chief
- Prevention Chief
- Training Chief

Indirect:

- Supervisor, Fire Inspection
- Supervisor, Training
- Fire Captain
- Fire Lieutenant
- EMS Lieutenant
- Public Education Specialist
- Fire Plans Examiner, Senior
- Fire Plans Examiner
- Fire Protection Specialist
- Fire Inspector

Training Officer  
Paramedic  
Fire Medic  
Firefighter  
Administrative Assistant  
Administrative Clerk

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**