

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	FR61
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WC:	7704
PG:	515
EEO:	1

CLASSIFICATION TITLE: Deputy Fire Chief (Fire Officer IV)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional level technical, administrative, and managerial work, assisting the Fire Chief in directing and managing the functional operations of the Roswell Fire Department. Performs administrative and operational tasks involved in facilitating departmental operations. Explains, and implements modern firefighting techniques, fire prevention theories, proper rescue activities, and emergency medical services functions. Performs managerial tasks providing input regarding short and long term planning, budget administration, personnel management, and public relations activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists the Fire Chief in developing the strategy and time line for long term planning for delivery of fire prevention, and in developing the annual work plan; assists in monitoring, implementing and modifying work practices based on organizational demands and available resources.

Assists the Fire Chief in developing and establishing annual departmental objectives, long and short-term goals, and ensuring the effective delivery of quality services to the public through effective operation of the department.

Plans, directs, and supervises the work of subordinate departmental personnel; plans, schedules, and assigns personnel and/or equipment to ensure adequate staffing; monitors work; enforces and interprets City and departmental policies; instructs and trains in correct methods and procedures; reviews and evaluates employee performance.

Reviews all fire, medical and training reports; prepares reports for distribution to various departments and agencies; prepares communications and correspondence on a daily basis; coordinates activities with other Federal, State, or local government agencies.

Develops and prepares annual division budget; monitors and controls expenditures within approved funding; prepares bid specifications for the procurement of firefighting, rescue, and medical emergency vehicles, equipment and supplies.

Develops goals and objectives for fire and emergency services; plans and implements goals and objectives as determined by the Fire Chief; reviews and assesses progress and completion of goals and objectives; provides updates and input to Fire Chief regarding current and long term events.

Assists the Fire Chief in administering the departmental human resource program: assists in coordinating recruitment, promotion and retention of all departmental employees; assists in developing personnel policies and procedures and conducts appropriate disciplinary processes; conducts and monitors employee evaluations.

Develops, maintains, and enforces departmental Standard Operating Procedures; formulates, implements, revises, and modifies departmental policies, procedures, and safety rules; ensures proper maintenance and testing of fire equipment and tools and the proper maintenance of such records; ensures corrective measures are taken to resolve safety hazards or maintenance problems.

Attends seminars and participates in training programs and certification classes in modern firefighting methods, investigations, emergency medical methods, and administration as required.

May respond to calls and direct, if necessary, work of the department during extreme emergencies.

Inspects stations, equipment and vehicles for proper condition and operation; coordinates needed repairs and maintenance.

Reviews all working conditions, including all training programs related to fire, rescue and fire prevention, and ensures all working conditions are safe during fire and rescue operations, and in compliance with Fire Standard Labor Act.

Conducts community fire prevention and safety educational programs to explain and promote public understanding of fire safety, and promotes same in private and public school systems; schedules and conducts station tours.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.

FIRE PREVENTION:

The Deputy Chief of Fire Prevention shall be the Fire Marshal for the City of Roswell and ensures enforcement of state and local fire laws, ordinances and regulations.

Supervises, directs, and evaluates assigned staff; instructs, assigns and reviews work; maintains standards through the effective coordination of activities; complete performance evaluations; allocates personnel; acts on employee problems; provides recommendations concerning selecting new employees, transfers, promotions, disciplinary action, employee discharge, and salary administration issues.

The Deputy Chief of Fire Prevention reviews construction building plans and engineering plans for all commercial and multi-family projects for compliance with applicable codes and fire protection engineering principals and concepts. Interprets fire prevention, life safety and fire related building codes and standards for developers, contractors, architects, engineers, city officials and the public as needed. Attends job related meetings with contractors, developers, engineers, architects, business owners, other City departments and the general public as needed.

Inspects, or causes to be inspected, all existing and/or new commercial and multi-family buildings, construction, and fire protection equipment, systems, and processes, to ensure compliance with applicable fire and life safety codes and standards. Makes recommendations for corrective actions for construction that fails to comply with codes.

Receives and responds to complaints on code violations and enforcement; issues court citations and testifies in court as necessary. Provides inspection reports, permits and related documents to City Departments, the public, contractors, engineers, architects, business owners, and public officials as required; documents and maintains records of information released.

The Deputy Chief of Fire Prevention shall be the POST Agency Chief of the Roswell Fire Marshal's Office (POST #1878), conducts fire scene and arson investigations; prepares reports and findings of such investigations; collects, preserves, and transports evidence to forensic labs for testing; identifies possible suspects.

Coordinates the Cities hydrant inspection program; oversees hydrant inspections and coordinates the repair of any noted problems; ensures assigned inspections are completed by station personnel; reviews plans and specifications for fire mains and hydrant installations, and ensures the testing of each hydrant annually at a minimum.

Develops and supervises the maintenance of fire prevention, fire and life safety education, fire inspection, and arson investigation reports and record keeping system in accordance with State law and as directed by the Fire Chief; provides an annual report to the Fire Chief on activities related to the same.

Develops and submits to the Fire Chief long and short range plans which meet the fire prevention goals of the department and City; conducts fire loss research and develops statistics to assist in developing goals and objectives for the division.

Prepares and submits to the Deputy Fire Chief the annual budget for the division providing proper justification where necessary; maintains records of budget, budget expenditures, payroll, general correspondence, permits, and related information.

Attends City Council meetings and other Fire Department related meetings when needed, or as directed by the Fire Chief. Responds to emergency calls when requested

Assist Fire Department Training division with technical information from Fire Marshal's section for training of firefighters. Attends job related conferences and training programs to update knowledge and skills and meet State requirements for mandated training.

Additional Duties:

The Fire Prevention Chief will perform the duties of the Chief in his/her absence as directed. He/She will perform other related duties as assigned by the Fire Chief

FIRE/EMS OPERATIONS:

This division will be responsible for the daily operations of the Fire and EMS responses. He will ensure that the daily staffing is properly maintained. He responds to all emergency scenes and assumes the role of the Incident Commander.

The Fire/EMS Chief will compile the monthly staffing and ensure that all stations are properly staffed each day as necessary to maintain adequate coverage for the citizens of Roswell.

The Fire/EMS Chief will make sure that all daily station activities are completed to include; station cleanliness, public relation details with the fire apparatus and personnel and refer all apparatus and station maintenance issues to the Logistic's Chief.

He/She will also ensure that all buildings are pre-fire planned and that all records are kept current in the event of a fire or haz-mat emergency, the plans could be easily accessed for our personnel to utilize. He will also coordinate with the Fire Prevention Division; schools inspections and public safety education classes.

The Fire/EMS Chief will compile a budget for his division and maintain the needed supplies and equipment to ensure the safety of his staff at and away from any emergency scene.

Additional Duties:

He/She will perform other related duties as assigned by the Fire Chief.

ADMINISTRATION:

The Administrative Division will be responsible for all administrative functions of the department as well as the Training Division and the Logistics Division.

The Administrative Chief will be responsible for data report analysis to maintain effective delivery of department services and programs as well as futuristic planning.

He/She will ensure that we are held to a high standard of delivery of service through a quality assurance program.

The Administrative Chief will assist in the development of operational and capital improvement budgets based on research and planning data. He/She will maintain along with the Administrative Assistant to the Fire Chief, surveillance on expenditures. Provide cost benefit analysis calculations on capital expenditures. Explore grant money opportunities.

He/She will ensure that the department meets all federal and state certifications and maintains ISO requirements. Ensure compliance with federal and state laws and mandates.

The Administrative Chief will be the principle contact for the Roswell Emergency Management Agency. He/she will represent the City in emergency management meetings at the local, state, and federal levels; prepare, revise, maintain various emergency management plans to include the City's Hazard Mitigation Plan, Preparedness Plan, Emergency Operations Plan, Disaster Recovery Plan, and Continuity of Operations Plan (COOP); maintain surveillance of severe weather events; and activate, set up and operate the Emergency Operations Center; and oversee the submission of FEMA disaster documents.

He/She will provide support to the Fire Prevention Division and the Fire/EMS Operations Division and may be required to act as the Incident Commander, Safety Officer, or other command staff position on any Fire/EMS scene. The Administrative Chief may be required to fill in for the Deputy Chief of Fire Prevention in his/her absence.

He/She will conduct ongoing risk analysis assessments of operations, policies and procedures.

The Logistics Division will be responsible for the maintenance and repair on all Fire Department facilities, apparatus, tools and equipment. Logistics will ensure that all apparatus are kept in tip top shape and ready to be deployed on any and all emergency and non-emergency calls for service. Logistics will also ensure that all Fire Apparatus are equipped per the NFPA guidelines as well as the Roswell Fire Department Standard Operating Procedures. Also, ensure that all Rescues are equipped with the most current and up to date Medical Equipment so that our EMT's and Paramedic's can perform their jobs with pride and integrity.

Additional Duties:

He/She will perform other related duties as assigned by the Fire Chief.

MINIMUM QUALIFICATIONS

Must be 18 years of age and possess a High School Diploma (or GED); a Bachelors Degree in Fire Science or Public Administration is preferred. Must be a Certified Firefighter in the State of Georgia or possess an NPQ I or II Certification. Must possess NPQ Fire Apparatus Operator Certification, NPQ Fire Instructor II Certification, NPQ Fire Officer IV Certification or equivalent training and experience. Must have a minimum of six years experience as a Fire Captain or three years as a Battalion Chief. Fire Inspector and POST Arson Investigator certification, and POST certified Peace Officer preferred. Must have Federal ICS 100, ICS 200, ICS 300, ICS 400, IS 700, IS 800, and IS 801 to IS 814 Certifications. State of Georgia EMT-Intermediate or Paramedic Certification required. Ability to meet and maintain current requirements set forth by the Georgia Firefighter Standards and Training Act. Must successfully meet the minimum physical ability requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 Edition, Chapter 6. Possession of or ability to readily obtain a valid Class B driver's license issued by the State of Georgia within three months of being hired.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Work requires broad professional knowledge of fire administration, firefighting techniques, fire prevention, communications, rescue, and emergency medical services as well as a comprehensive knowledge of the functional activities required in management of a large public safety organization. Must have thorough knowledge of the geography of the City and the location of streets, principal buildings, streets, and fire hydrants. Must possess thorough knowledge of principles, practices and procedures of modern fire fighting, fire prevention, and fire personnel training. Must have a solid understanding of the organization and operation of a volunteer fire department.

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in an assistant directors capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Administrative essential functions are regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.