



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	DEPUTY FIRE CHIEF		
Department:	Fire		
Supervisor:	Fire Chief		
Date:	February 2012	Position No.	FD/2
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for managing the overall daily operations of the Fire Department.

Job Scope:

The purpose of this position is to oversee the daily operations of the Fire Department. Successful performance helps ensure the increased safety of life and property in the City of Sedalia.

Essential Duties and Responsibilities:

1. Plans, organizes, and implements operational activities, including tours, presentations, and demonstrations.
2. Coordinates all training activities, including fire suppression, auto extrication, and other related activities.
3. Serves as purchasing officer for the department: purchases all fire suppression apparel, including uniforms, badges, coats, helmets, gloves, hoods, and boots and janitorial supplies; writes bid specifications for all equipment; advertises and coordinates bid openings and purchases.
4. Oversees all employee testing, including new hire physical ability, written tests, and physical examinations; schedules all promotional tests, including composing written tests and coordinating practical tests.
5. Investigates and resolves employee grievances and citizen complaints.
6. Establishes the city's pre-fire plan.
7. Maintains department records, including equipment and supplies inventories, personnel files, and purchase records.
8. Assumes command of fire and emergency scenes as needed; assumes command of large emergencies in the Fire Chief's absence.

9. Acts as a Safety Officer on working incidents.
10. Evaluates training needs while at emergency scenes.
11. Coordinates fire cause and origin investigations.
12. Supervises the installation of all security boxes.
13. Inspects sprinkler and cooking hood systems.
14. Witness certifications of sprinkler and cooking hood systems.
15. Performs other related duties as assigned.

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

Minimum Qualifications:

1. Bachelor's degree in a related field from an accredited college or a combination of 5 years experience at the level of Battalion Chief or Captain with an Associate's Degree in a related field.
2. Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Missouri State Fire Marshal's Office.
3. Knowledge of municipal government practices and planning required
4. Missouri drivers license
5. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of the principles, practices, and equipment used in fire suppression.
2. Knowledge of city and department policies and procedures.
3. Knowledge of emergency incident management techniques.
4. Knowledge of city purchasing guidelines.
5. Skill in developing and implementing training programs and activities.
6. Skill in the operation of fire apparatus.
7. Skill in using a computer and standard office equipment.
8. Skill in the training and supervision of personnel.
9. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. City and department policies and procedures, state and national fire codes and standards, and federal and state laws and regulations
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied managerial and technical duties. The need to respond to emergency and life-threatening situations encountered contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. Emergency Services personnel and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has functional supervision over the Battalion Chiefs.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office, but may also be performed outdoors and at the scene of emergency incidents. The employee may be exposed to noise, dust, dirt, irritating chemicals, inclement weather conditions, fire, heat, and toxic gases. The work may require the use of protective devices, such as masks, goggles, or gloves. In addition, evenings and weekends may be required.