



City of Calhoun, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties, just as though they were actually written out in this job description.

Fire Deputy Chief

Department: Fire
Pay Grade: 119
FLSA Status: Exempt

JOB SUMMARY

The Fire Deputy Chief has the responsibility to serve the public and protect lives and property by fighting fires as well as performing other duties.

ESSENTIAL JOB FUNCTIONS

- Responsible to the Chief of the Department. This is considered a Command-Level rank and is second in command within the Calhoun Fire Department.
- When serving in the capacity of the Department Duty Officer, assume command of the Calhoun Fire Department in the absence of the Chief and shall administer assignments in accordance with the overall policy established by the Chief of the Calhoun Fire Department.
- Manager of the Fire Suppression and Training Divisions and administers the divisions in accordance with the overall vision established by the Chief of the Calhoun Fire Department.
- Advise the Chief of the Department on personnel needs and make a forecast to maintain the Fire Suppression Division at full operating strength.
- Coordinate assignments of all Fire Suppression personnel with approval of the Chief of the Calhoun Fire Department.
- Formulate and put into effect a program of operation governing the functions of all officers and personnel under his direction.
- Prescribe the duties of the officers and other members to ensure the highest operating efficiency.
- Require all members assigned to the Deputy Chief to comply with the policies, procedures and guidelines of the Calhoun Fire Department.
- Keep accurate time sheets and records for the personnel and operations.

- Submit and assist in developing the annual budget for the operation and maintenance of the Fire Suppression Division of the Calhoun Fire Department.
- Submit a monthly, quarterly, and annual report of the activities of the Fire Suppression Division to the Chief of the Calhoun Fire Department.
- Assist in submitting payroll biweekly to Human Resources and keep track of vacation and sick leave accruals for fire personnel.
- Order all general supplies for cleaning and laundry quarterly as they apply to Suppression and Training Division.
- Maintenance and Service of all Fire Department Crew Service Vehicles.
- Maintenance and Service of all Emergency Fire Apparatus.
- Maintenance and service of all Fire Suppression Equipment, such as extrication equipment, SCBA's, saws, generators, and basic hand tools.
- Maintain all Fire Department Fire Stations and Training Center buildings.
- Handle all administration responsibilities for Georgia Search and Rescue (GSAR) Task Force 6. This includes applying for grant funding for the team, ordering new equipment, maintaining current equipment, and documenting and submitting paperwork associated with maintaining Task Force 6 to GEMA.
- Applying for and writing grants that are requested through FEMA.
- Assist with Fire Investigations as needed.
- Assist with recruitment, hiring, and promotion processes.
- Perform all duties as defined in the Calhoun Fire Department standard operating guidelines.
- Shall perform such other duties as the Chief of the Calhoun Fire Department may direct.

QUALIFICATIONS

Education and Experience:

An associate's degree is required; a bachelor's degree in fire science/fire administration, or a related field is preferred, with a minimum of eight years of progressively responsible experience in fire department operations.

Licenses or Certifications:

Possession of applicable State of Georgia certifications, or an equivalent combination that demonstrate the knowledge, skills, and abilities necessary to effectively perform the duties of Deputy Fire Chief. Possession of a valid Georgia driver's license.

Special Requirements:

Comprehensive knowledge of principles, practices, methods, and techniques of modern fire and life safety, fire suppression, fire investigation, emergency medical services, and disaster preparedness activities; hazardous materials response, and associated programs, services, and operations. Successful completion of a background investigation, including criminal history, driving record, and employment verification, is required prior to appointment.

Knowledge, Skills, and Abilities:

- Knowledge of daily operations, training, recruiting, maintenance, and repair schedules.
- Skilled in decision-making and supervising staff members.
- Ability to accurately keep records for all fire personnel.
- Ability to pass written and oral tests as required.
- Ability to demonstrate the skills and knowledge outlined in NFPA 1021.

PHYSICAL DEMANDS

Work can involve heavy physical effort, including lifting to 100 pounds occasionally and frequent movement of objects to 20 pounds. The position most often involves administrative and managerial duties. Duties may also require climbing, balancing, crouching, crawling, kneeling, reaching, pushing, pulling, grasping, and repetitive hand motions. Must have sufficient strength, coordination, and manual dexterity to perform tasks using hands, arms, and fingers. Requires normal hearing, visual acuity, and mental alertness to make sound decisions and safely perform job functions.

WORK ENVIRONMENT

As a Fire Deputy Chief you will primarily work 8 am – 5 pm, Monday through Friday, in an office setting, with the possibility of shift and emergency work. On call for emergencies at all times. Office work, along with working in adverse and stressful conditions

The City of Calhoun has the right to revise this job description at any time. This description does not constitute a contract of employment in any way.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. The City of Calhoun does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.