

## POSITION DESCRIPTION



**Title:** Deputy Chief

**Exempt/Non-Exempt:** Exempt

**Reports To:** Fire Chief

**Pay Grade/Range:** \$96,987 to \$114,183 Effective Date: 6/1/2021

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### Selection Process:

Please submit a cover letter and resume with your application.

Candidates will be asked to upload responses to the following four supplemental questions with your application packet:

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
2. Summarize your involvement working with budgets.
3. Explain your participation in managing programs or projects.
4. Describe your experience writing fire and EMS related grants.

The Rio Verde Fire District is seeking a proven leader with strong technical, organizational, and analytical skills for the position of Deputy Fire Chief. This position plans, directs, and oversees the support and operations divisions of the Fire District. Under the direction of the Fire Chief, this position may oversee all activities and services relating to one or more of the following: facilities, communications, personnel administration, budget, equipment, emergency medical, fire suppression, and community relations. The Deputy Fire Chief is a member of the management team and assists with the department budget and strategic planning. Please view the complete Deputy Fire Chief classification description for more information about the knowledge, skills, abilities and working conditions.

### Essential Functions

**Communication:** Communicates with the public, District employees, and other agency personnel in order to: direct emergency scenes; supervise and train subordinates; conduct training and post incident reviews; provide information and respond to inquiries and complaints; coordinate special events; and explain actions of the Rio Verde Fire District and its policies and procedures. Makes effective presentations. Prepares special written administrative, investigative, or other reports as assigned. Prepares and reviews the following: budget recommendations on personnel, supplies, and equipment needs; district operating procedures; statistics and reports on district activities; performance evaluations and recommendations on disciplinary actions; and time sheets, daily schedule logs, and on scene plans.

**Manual/Physical:** The RVFD Deputy Chief does not perform operations in the hazard zone but may respond to emergencies, in a civilian vehicle, for command support only. May operate a light-duty, non-emergency response vehicle requiring a standard Arizona Driver's License to respond to incidents and to conduct District business. Operates a personal computer (PC) to complete: daily entries to work schedules, roster approval, personnel records, apparatus status reports, exceptional incident reports, and to handle electronic mail. Observes and monitors the behavior of office or field personnel to determine and maintain compliance with district policies, procedures, and safety standards. Inspects and monitors emergency apparatus, equipment and facilities to determine compliance with safety standards and operational procedures relating to safety, infection control, and response readiness.

**Mental:** Comprehends and makes inferences from written material including: District administrative and operating procedures, management policies, emergency scene reports, daily work schedules, etc., in order to supervise and evaluate the work of subordinate personnel. Analyzes data such as dispatch time, turnout time, track crew response times, and tactical control times to make recommendations to management regarding the reaction time of emergency crews and operational control tactics. Comprehends verbal direction including commands, information from other districts, and other communication.

## **Knowledge and Abilities:**

Knowledge of: Firefighting tactics and strategy including: management skills in fire ground factors, building construction, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire ground safety, communications, fire stream management, hazardous materials, and major medical operations; the operation and capability of the types of apparatus and equipment used by the Rio Verde Fire District and other departments, and the management of their effective use; Rio Verde Fire District policies and procedures and fire prevention codes and methods; the geography of the Rio Verde Fire District and other surrounding communities, including the location of streets, target hazards, and hydrants; supervisory and training practices and techniques; and the methods of conducting special studies or administrative investigations.

Ability to: analyze and react to emergency situations quickly and calmly to adopt effective courses of action, giving due regard to hazards and circumstances; organize proper staffing on a continuous basis and assign personnel in a manner which provides the most effective level of fire protection and emergency medical services for the District; interpret administrative policies and assist in formulating District long-range goals and objectives; comprehend material to stay informed on global, national, state, and local fire service issues; participate in physical fitness programs and comply with district medical and fitness requirements; act in the capacity of the Fire Chief, represent the district on special committees as assigned, and make effective public presentations; and establish and maintain effective working relationships with Board commissioners, coworkers, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.

## **QUALIFICATIONS**

### **Minimum Qualification(s) Required.**

Eight current and consecutive years firefighting experience and a minimum of 2 years in the position of Fire Captain. Bachelor's Degree in Fire Science, Business Administration, Public Administration, or closely related field (as approved by the Fire Chief) from a regionally accredited college or university.

### **OR**

Eight current and consecutive years firefighting experience and a minimum of 5 years in the position of Fire Captain. Associate degree in Fire Science or Fire Science Technology from a regionally accredited college/university. The Fire Chief, with fire board approval, may extend time needed to complete educational requirements, not to exceed 2 years after promotional date.

NIMS ICS 100, 200, 300, 400, 700 and 800

### **Preferred Qualifications**

Master's degree from an accredited college or university with major course work in fire science, fire administration, fire protection engineering, emergency medical services, emergency management, public administration, business administration or related subject is preferred

Executive Fire Officer (EFO) certification from the National Fire Academy (NFA), the United States Fire Administration is preferred.

Chief Fire Officer Designation (CFO) from the Center for Public Safety Excellence is preferred.

**Special Requirement(s).** Must possess a valid Arizona Driver's License. Candidate must have experience with mutual aid or automatic aid systems.

## THE IDEAL CANDIDATE

The ideal candidate for the position of Deputy Chief for the RVFD will be a seasoned officer who can communicate effectively and work collaboratively with employees, the RVFD staff, and all other stakeholders. In addition to these strengths, the District's leadership has identified the following attributes for the desired candidates:

- Visionary
- Exception Communicator
- Credible
- Accessible
- Accountable
- Able/willing to listen to others
- Team-oriented leader
- Strong project manager
- Loyal to the mission
- Belief and trust in others
- One who will look beyond himself to find the answers

## Employee Benefits

The following is a list of employment benefits provided by the Rio Verde Fire District to full-time employees. This list is for informational purposes only and does not create any contractual rights or obligations.

- Medical Insurance
- Vision Insurance
- Dental Insurance
- Employee Assistance Program
- Public Safety Personnel Retirement System (if applicable)
- Deferred Compensation Plan (457B)
- Long Term and Short-Term Disability Insurance
- District paid Life Insurance
- District paid Dependent Life Insurance
- District paid Cancer Insurance
- Uniform Allowance
- Paid vacation leave
- Paid sick leave
- Training and continuing education opportunities
- 10 holidays per year
- Direct deposit of paychecks

## Ready to apply?

Please email the following documents to [info@rioverdefire.org](mailto:info@rioverdefire.org). All documents must be in PDF format.

- Cover letter
- Resume
- Application
- Responses to supplemental questionnaire

Deadline for applying is Sunday, April 25<sup>th</sup> at 11:59 pm. Applications received after that time will not be considered.

Note: The top five candidates (based on experience, education, and responses to the supplemental questionnaire) will be contacted during the week of April 26<sup>th</sup> to set up an interview. It is anticipated that interviews will be held on Monday, May 3<sup>rd</sup>, 2021.