

DEPUTY FIRE CHIEF

NATURE OF WORK

Performs professional work, managing the Operations Division of the Fire & EMS Department. Duties include management of fire and EMS operations, serving as the liaison with the Martinsville Volunteer Fire Company, coordinating/instructing in-house fire and EMS training, and coordinating/instructing high school EMS programs. Although new or unusual problems may be referred to the Fire Chief for advice and assistance, work is ordinarily performed independently according to accepted principles and practices. Work involves performing the duties of the Fire Chief in the latter's absence and as delegated.

Work is performed under the general supervision of the Fire Chief and is reviewed through conferences and reports. Direct supervision is exercised over the Assistant Fire Chiefs, volunteers, instructors, and relief personnel.

EXAMPLES OF WORK

- Manages the Operations Division of the fire & EMS department, including fire and EMS operations.
- Identifies fire and EMS training needs and coordinates/instructs departmental fire and EMS training. Works with Fire Captains and departmental instructors to ensure training needs are met.
- Coordinates and/or assists with the instruction of high school EMS programs.
- Maintains EMS agency license by ensuring compliance of State regulations and completing necessary forms and documents.
- Serves as the liaison with local operational medical director for quality assurance purposes, selection of training programs, and EMS regulation compliance.
- Serves as the privacy officer and ensures that departmental personnel meet the federal/state laws that apply to the privacy of patient information, including the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements. Develops, implements, and maintains the department's policies and procedures covering the privacy of patient health information. Instructs personnel in the federal/state laws that apply to the privacy of patient information and identifies methods for compliance.
- Serves as a liaison with the City's EMS third party billing agent and patients that have billing questions and/or concerns. Interprets billing and collection reports. Recommends fees for service. Ensures that billing rates are within federal guidelines.
- Ensures that ambulances, EMS personnel, and EMS equipment meet the standard of care and comply with federal/state rules and regulations. Orders fire equipment and medical supplies; develops specifications for fire and EMS vehicles.
- Serves as the infection control liaison and ensures that departmental personnel meet OSHA blood-borne pathogens requirements.
- Serves as the liaison with the Martinsville Volunteer Fire Company. Attends volunteer business meetings. Develops strategies and objectives for volunteer development and integration of volunteer involvement in fire & EMS department operations. Schedules volunteers for shift duties.
- Implements the business goals issued by the Fire Chief. Sets business objectives for the Operations Division and Martinsville Volunteer Fire Company.
- Serves in the absence of the Fire Chief.
- Assists the Fire Chief in preparing the annual budget, strategic plans, yearly goals and objectives, department policies, and standard operating guidelines.

- Prepares grant applications and manages grant projects.
- Serves on committees, chairs committee groups, and attends public functions, and other related events.
- Maintains discipline and ensures that personnel follow department rules and regulations. Evaluates work performance of subordinates, and prepares employee evaluations.
- Handles and/or assists with personnel issues including hiring, transfers, promotions, suspensions, and other disciplinary matters.
- Responds to EMS and fire calls when necessary. Performs firefighting, EMS patient care, and detection of hazardous materials when necessary. Serves as the incident commander in the absence of the Fire Chief.
- Actively participates in department privacy training programs and protects the privacy of all patient information in accordance with the department's policies and procedures concerning protected health information and other patient information.
- Responds to hazardous materials incidents when necessary. Establishes and follows incident command system to manage emergencies as the need requires.
- Assists in classification, identification, and verification of known and unknown materials by using monitoring equipment, shipping papers, vehicle and package markings, and various resource manuals.
- Takes defensive actions to contain leaks by using dams, dikes, and pads.
- Assists spiller in notifying proper agencies, which require reporting of a hazardous materials incident.
- Assists higher trained agencies, which may be called in to assist with hazardous materials incidents as needed.
- Assists with the evacuation of populous as needed.
- Develops and implements programs for recruitment and retention of fire and EMS volunteers.
- Performs other duties as assigned by the Fire Chief.

MINIMUM QUALIFICATIONS OF WORK

- Certified as Firefighter II, Hazardous Materials Operations, and EMT-I or EMT-P
- Fire Officer III.
- Bachelors Degree in Fire Administration, Public Administration, Business Administration, Emergency Health Sciences, Fire Science Technology, or related field, required.
- Seven years experience in fire/EMS with progressively increasing responsibility including supervisory experience, or any combination of experience and training which provides the following knowledge, skills, and abilities:
 - Thorough knowledge of fire suppression and departmental rules and regulations.
 - Thorough knowledge of personnel practices and ability to manage personnel with fairness, firmness, and tact.
 - Through knowledge of hazardous materials response and management.
 - Thorough knowledge of EMS administration, practices and procedures, and EMS billing regulations.
 - Thorough knowledge of EMS treatment and protocols and knowledge of laws and regulations pertaining to EMS.
 - Ability to analyze reports and recommend quality improvement measures.

- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with career and volunteer staff, medical agencies, community organizations, billing agents, and the general public.
- Ability to promote public awareness of program activities with news media or civic organizations.
- Ability to use a computer for general office applications including word processing, spreadsheets, audiovisual presentations, and databases. Ability to generate and interpret reports from Computer Aided Dispatch (CAD) System.
- Ability to instruct fire and EMS training for career/volunteer personnel and high school students.
- Ability to handle multiple projects and prioritize time sensitive deadlines.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare grant applications and manage related projects.
- Ability to supervise personnel and manage programs and operations.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although this employee normally performs office duties, work is occasionally performed within a station house, public location, or outside setting. The worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and to other circumstances as outlined for a departmental firefighter. Wearing of a self-contained breathing apparatus may be required. The worker may be exposed to blood-borne pathogens and may be required to wear specialized personal protective equipment

WORK ENVIRONMENT

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

Work requires the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects, and requires climbing, kneeling, crouching, crawling, reaching, standing, walking, lifting, grasping and feeling. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The employee must possess sufficient physical and agility capabilities to perform firefighter duties as established in the Fire & EMS Department's "Employment Candidate Testing Physical Ability, Written Exam, and Patient Assessment" administrative guideline.

SPECIAL REQUIREMENTS

- Possession of appropriate driver's license valid in the Commonwealth of Virginia.
- Certification in an approved Emergency Vehicle Operator's Course (EVOC).
- Certification as an ALS Coordinator within six months of appointment.
- Virginia Department of Fire Programs Fire Instructor II required within six months of appointment.
- Fire Officer III certification required within one year of appointment.
- Bachelors Degree required within 48 months of appointment.
- Enrolled in the National Fire Academy's Executive Fire Officer (EFO) Program within two years of appointment and successful completion, including applied research projects, of the program within six years of appointment.
- CPR Instructor certification required within one year of appointment.
- Certification as an Emergency Medical Technician Instructor within one year of appointment.
- EMT-Paramedic certification obtained within 2 years of appointment.
- Must reside within 25 miles of the City.