



UINTAH CITY FIRE DEPARTMENT POSITION DESCRIPTION

Job title	<i>Volunteer Deputy Fire Chief</i>
Reports to	<i>Fire Chief</i>

GENERAL PURPOSE

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing firefighter and officer training, fire prevention, suppression and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

SUPERVISION RECEIVED

Works under the General Supervision of direction of the Fire Chief

SUPERVISION EXERCISED

Supervises all volunteer officers and firefighter positions either directly or through other subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- May act as Fire Chief during the absence of Fire Chief, as assigned.
- Supervises subordinate volunteer officers in their assigned duties.
- Reviews, evaluates, develops and implements policies and procedures for various departmental operations.
- Directs and participates in major departmental training programs.
- Responds to alarms as needed, assumes command in absence of Fire Chief.
- Reviews, evaluates, develops and implements policies and procedures for equipment purchase, use, maintenance, and upkeep.
- Carries out duties in conformance with Federal, State, County and City Laws and ordinances.
- Assists in the planning and implementation of Department Policies and Procedures in order to better carry out the goals of the Department and City.
- Directs the operation of departmental day to day activities.
- Handles grievances from volunteer officers and firefighters, maintains Departmental discipline and conduct and general behavior of volunteer personnel.
- Prepares and submits periodic reports to the Fire Chief regarding the Department's activities.

- Assigns personnel and equipment to such duties and uses as the service requires.

PERIPHERAL DUTIES

- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the Departments' activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire Department in a variety of local, county, state and other meetings.
- Performs the duties of command personnel as needed and fulfills obligations during duty periods.
- Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A. Graduation from High School or GED equivalent. Specialized training in fire department administration desired but not required.
- B. Three (3) years prior work experience of a progressively responsible nature in firefighting and prevention and emergency medical services, including supervisory duties which must have been equivalent to Fire Lieutenant or Higher.

Necessary Knowledge, Skills and Abilities

- A. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; working knowledge of first aid and resuscitation techniques and their application; considerable knowledge of applicable laws, ordinances, and department standard operating guidelines;
- B. Skill in the operation of department tools, equipment and apparatus.
- C. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors, and the public; and ability to meet the special requirements listed below

SPECIAL REQUIREMENTS

- A. Must be eighteen (18) years of age or older at time of appointment;
- B. Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state;
- C. No felony convictions or disqualifying criminal histories within the past seven (7) years;

- D. Ability to read, write, and speak the English Language; and
- E. Ability to meet Uintah Fire Department physical standards.
- F. Must reside within 6 minutes of UFD Station 91.

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, pager, personal computer, telephone.

PHYSICAL DEMANDS

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.

While performing the duties of the job, the employee is frequently required to sit; talk or hear; stand; walk; use hand to finger, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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 is performed in office, vehicle, indoor and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet in the office setting, and loud at an emergency scene.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check; physical agility test; drug screening; final selection.

NOTE: Appointees will be subject to completion of a standard probationary period.

