



SOUTH LYON FIRE DEPARTMENT

Manual of Procedures 202

DEPUTY CHIEF

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Approved: Chief Mike Kennedy

I. CLASSIFICATION RESPONSIBILITIES

The deputy fire chief participate in planning, developing policy, and resolving departmental problems and issues within the department as a whole and their area of assignment; are responsible for fiscal management; and represent the fire chief and the department in various situations. This class performs related duties as required.

II. DISTINGUISHING FEATURES

This class reports to and receives general supervision from the fire chief who reviews and evaluates work performance through conferences, reports, and overall results achieved. This class is distinguished from captain class by greater level of decision-making and scope of managerial and administrative duties performed. The deputy chief is an on-call employee who may also be assigned to work scheduled shifts. Incumbents in the deputy chief class may be demoted to a lower level class; must be able to demonstrate proficient performance of the essential functions of the lower level class including but not limited to pumping, driving, and firefighting duties; and will be required to possess and maintain required certifications including but not limited to current Michigan Emergency Medical Technician (EMT) certification and valid Michigan Driver's License.

III. ESSENTIAL FUNCTIONS

Communication: Establishes and maintains effective working relationships with staff, City officials, other fire departments, outside agencies, and the general public. Explains and interprets rules, policies, regulations, practices, and actions of assigned division for the general public and City employees. Advises the fire chief and appropriate fire officers of issues in designated areas of staff authority and of the progress made in areas of responsibility. Prepares and reviews the following: budget recommendations, administrative studies of management issues, strategic and operational plans, program proposals, policies and procedures, statistical and other reports on department programs and activities, and recommendations regarding performance ratings and disciplinary actions.

Manual/Physical: Attends various meetings and represents the fire department. Observes, inspects, and monitors the behavior and performance of office and field personnel to determine and maintain compliance with departmental standard operating procedures. Responds to large-scale, high profile emergency scenes. Operates fire vehicles (i.e., automobiles, fire apparatus, and heavy construction equipment), requiring a standard Michigan Driver's License to perform normal and emergency-level firefighting duties. Operates motor vehicles e.g. automobiles and fire apparatus requiring a standard Michigan Driver's License.



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Operates hydraulic and pneumatic rescue tools, fire pumpers, aerial ladders, ground monitors, etc. Uses appropriate hand and power tools (such as axes and prying devices) to gain entry into vehicles or structures. Performs search and rescue functions inside burning buildings, and treats victims who require first aid. Aims and/or directs placement of fire streams. Works in small, cramped areas in order to rescue trapped, endangered, or injured people. Climbs ladders or steps, and works at heights greater than 10 feet to reach people trapped on building roofs. Moves dirt and burned-building debris to rescue trapped or endangered persons, or to overhaul a structure. Moves earth with various tools in fighting brush fires and rescuing trapped persons from cave-ins. Moves objects weighing up to 50 pounds or more (i.e., four-inch fire hoses, EMS equipment, ventilation fans, persons on body boards, and salvage equipment) for distances of more than 20 feet. Uses common hand tools to perform tasks at emergency scenes or at the fire station. Mixes gasoline and oil to fuel power tools used in firefighting and rescue activities. Works with cleaning fluids and agents, chemicals, paints, or similar solutions, using personal protective equipment, while performing fire station maintenance duties and mitigating hazardous materials incidents. Detects the following: natural gas leaks while performing emergency work; traffic sounds when approaching traffic at vehicle accidents in roadways; sounds of impending building collapse; calls for assistance; and alarms, sirens, and other signs of alarm or warning in order to remove self from danger and assist others in hazardous situations. Works in a variety of weather conditions. Enters data into a personal computer (PC) or other keyboard device to document fires, first aid incidents, and Partners In Prevention reports. Monitors firefighting performance to determine compliance with Fire and Medical Department Standard Operating Procedures and related standards. Distinguishes colors to identify chemicals involved in fires by smoke color, and to identify the National Fire Protection Association (NFPA) 704M System, Hazardous Materials. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing firefighting-related tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets training and attendance requirements.

Mental: Comprehends and makes inferences from written material i.e., departmental standard operating procedures, City Personnel Rules, City codes, fire codes, ordinances, applicable state laws, accreditation documents, reports, and administrative studies to: identify and resolve operational and procedural problems; formulate programs and plans for maintaining departmental efficiency and responsiveness; make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel needs and resource availability; and to evaluate if existing programs meet the needs of the public. Supervises and evaluates the work of assigned personnel. Controls expenditures and prepares the budget for an assigned division. Prioritizes, assigns, and directs personnel during emergency scene operations under stressful conditions. Functions as an Incident Commander, Sector, or Branch Officer as needed or assigned. Evaluates subordinates' work performance to ensure conformance to standards. Analyzes data, such as documented work behaviors, evaluations, reports, and product information, in order to make recommendations to management regarding work performance, disciplinary actions, and the purchase or replacement of equipment.



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Knowledge and Abilities:

Knowledge of:

The principles and practices of effective fire and life safety and public administration, with special reference and attention to policy, personnel, and budget administration and fire and life safety services and operations planning and organization; the fire codes, City ordinances, and state laws applicable to fire and life safety services and operations; all-risk public education program elements and practices; modern management techniques, supervisory and leadership practices, and evaluation methods; governmental organization and management objectives; the principles and methods of budget preparation and monitoring; the facilities, equipment, and personnel needed to provide fire department services; Incident Command including firefighting tactics and strategy, fireground factors, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire stream management, communications, hazardous materials, special operations, fireground safety, and major medical operations; the chemistry and effects of fire on various types of building construction and materials; and progressive approaches to employee relations programs.

Ability to:

Work cooperatively and develop partnerships with employee groups, outside agencies, and other elements of the community; supervise and evaluate the work of staff and assigned work teams; provide leadership to assigned supervisors through planning, organizing, motivating, providing work-related challenges, and evaluating objectively; deal persuasively and effectively with property owners and the general public; think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations; react to emergency situations quickly and calmly to adopt effective courses of action, giving consideration to surrounding hazards and circumstances; assess and assign priorities to administrative issues and work assignments when confronted with several pressing demands at one time; and express ideas, clearly and concisely, both verbally and in writing.

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 City as the needs of the City and requirements of the job change.

IV. SUPERVISION EXERCISED AND RECEIVED

Directs and supervises firefighting personnel including lower ranking fire officers. Receives direct supervision from the fire chief.



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V. EDUCATION AND TRAINING

Any combination equivalent to experience and education that is required knowledge, skills and abilities would be qualifying. The following education requirements shall be obtained within two years of promotion. A typical way would be:

Education:

- A. Graduation from high school or GED equivalent.
- B. An associate's or bachelor's degree in a field relative to the fire service is highly desirable.
- C. Michigan Fire Fighters Training Council (MFFTC)
 - i. Firefighter I & II
 - ii. Hazardous Materials Awareness & Operations
 - iii. Drivers Training
 - iv. Fire Officer I, II, & III
- D. Confined Space Operations
- E. Blue Card Incident Commander Program (80 hour)
- F. Emergency Medical Technician or higher State of Michigan EMS licensure
- G. National Incident Management System
 - i. 100, 200, 300, 400, 700, 800

Minimum Experience at Application:

- A. Meets all requirements for position of captain.
- B. Ten (10) or more years fire service experience
- C. Served as a captain for a minimum of one (1) year

Actual years of experience and/or skills desired may be waived by the fire chief based on the department's needs and ability of the candidate.

Approved by
/s/ Chief Mike Kennedy