CITY OF IOWA CITY - Job Description

Job Class #31-02  FLSA Exempt
Civil Service

Identification

Position Title:  Deputy Fire Chief
Department:  Fire
Division:  Fire Administration
Supervisor:  Fire Chief

Job Summary

Directs the administrative and emergency services operations of the Iowa City Fire Department.

Job Scope

The principal function of an employee in this class is to direct administrative and/or emergency services operations within the Fire Department and serve on the senior management team, reporting to the Fire Chief. The work is performed under the direct supervision of the Fire Chief, but extensive leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment, but may require deployment to a fire or other emergency scene. Acts in absence of the Fire Chief.

Essential Job Duties and Responsibilities

Provides administrative support to the Fire Chief in the development, implementation and monitoring of policies and procedures relating to emergency service delivery.

Plans, organizes and directs the staffing and training of administration services, accreditation, homeland security, special assignments and related emergency response activities within the Fire Department.

Monitors and maintains all budgets within the Fire Department.

Serves as the incident commander under the Incident Command System, assuming full responsibility for the development of strategies and deployment of resources at natural and technological events for which the fire department has primary responsibility.

Ensures discipline within the command structure through the development, implementation and monitoring of policies directed at the quasi-military structure of the Fire Department.

Provides administrative support at major emergency scenes as necessary.

Administers purchasing procedures within the Fire Department, including writing specifications, performing research on vendors and developing policy relating to the procurement of clothing, gear, supplies and equipment.
Provides administrative oversight to the organization of the CIP budget and supervision of all related projects.

Oversees personnel actions within the Fire Department including coordination with the City’s personnel and Legal staff.

Conducts briefings with Battalion Chiefs to review daily work schedules and discuss staff activities.

Oversees Battalion Chiefs in the completion of their responsibilities.

Operates radio equipment, mobile data computers, computer equipment and related software.

Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy.

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community.

Performs other directly related duties consistent with the role and function of the classification.

Physical and Environmental Conditions

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to high, precarious places; fumes or airborne particles; and outside weather conditions. Employee may be exposed to dangerous situations, dangerous fumes while engaged in fire fighting or cause determination activities.

The noise level in the work environment is usually moderate.

Minimum Education, Experience, and Certification

Bachelor’s degree or equivalent in business, public administration, fire service or a related field from an educational institution accredited by a DOE recognized accreditation body and six years experience in fire and rescue management required. Must currently hold the rank of Battalion Chief with the Iowa City Fire Department. Must live within 17 miles of the corporate limits of Iowa City, Iowa within one year of appointment to the position. Valid Iowa Class D driver’s license with satisfactory
driving record required. Must be at least 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred Education, Experience, and Certification

Master’s degree in public administration or a related field from an educational institution accredited by a DOE recognized accreditation body preferred. Officer I, Instructor II and Inspector I certifications preferred. NFA Executive Fire Officer and Chief Fire Officer Designation preferred.

Knowledge, Skills, and Abilities

Comprehensive knowledge of the principles and practices of fire department business management, including strategic planning, budgeting, personnel administration, accreditation, and homeland security initiatives; comprehensive knowledge of current applicable federal, state, and local laws, rules and regulations for emergency response management and operations; comprehensive knowledge of station location principles, practices and techniques; thorough knowledge of personnel principles and practices for collective bargaining and personnel grievance administration; ability to plan, organize and manage fire operational and administrative projects; ability to plan, develop and evaluate purchasing specifications and contracts; ability to read and interpret blueprints, specifications, and contracts; ability to train, assign, motivate, supervise, and evaluate the work of others; ability to communicate effectively and maintain working relationships with battalion chiefs, other City employees, supervisory personnel, state, and local elected officials, labor officials, professional consultants, and the public, both orally and in writing, using both technical and non-technical language; ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing fire suppression terminology, purchasing proposals and specifications, and labor contract processes and terminology; ability to operate a computer using standard word processing, spreadsheet, database applications, and fire service software appropriate to assigned duties and responsibilities; ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; ingenuity and inventiveness in the performance of assigned tasks; knowledge of the use of self contained breathing apparatus; ability to participate in a physical fitness program.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.