



CLASS SPECIFICATION

Class Code: 18778
Date Est: 11/2011
Last Rev: 03/2026
Last Title Chg:03/2022
FLSA: Exempt
Probation: N/A

DEPUTY FIRE CHIEF

DEFINITION

Under the direction of the Fire Chief, plans, supervises and coordinates the activities of the District and performs highly complex administrative and operational duties, serves as Acting Fire Chief when assigned; performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and fifteen (15) years of progressively responsible firefighting experience in an all-risk agency responsible for fire prevention, suppression, medical emergencies, and hazardous materials incidents, including at least five (5) years of Chief Officer experience; OR an equivalent combination of education and experience that would likely provide the required knowledge and abilities of the essential functions of the position.

LICENSE OR CERTIFICATE

Required at time of application:

- A Valid Driver's License
- Incident Command System ICS 100, 200, 300, 400
- IS-700 NIMS
- IS-800 National Response Framework
- Possession of a Hazardous Materials Incident Commander Certificate

Required at time specified below:

- CPR certification within six months of appointment
- Nevada or National Registry Basic Emergency Medical Technician or higher certification within one year of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over assigned professional, technical, and administrative support personnel.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Serves as acting Fire Chief when assigned.

- Provides highly responsible and complex staff assistance to the Fire Chief, including responding to complex fire, rescue, multi-causality and hazardous materials incidents and perform at the Command Level within the incident command system as assigned.
- Oversees and manages multiple divisions within the organization.
- Negotiate contracts and agreements, such as Annual Operating Plans, Dispatch Agreements, and EMS Response Agreements.
- Develops and implements policies and procedures directing Medical Rescue, Pre-hospital care, Quality Assurance, EMS/Fire Administration, Public Health Care programs, Infection control, EMS Training programs, Personnel Development and other EMS activities.
- Represent the Fire District with integrity to other departments and outside agencies; participate in professional group meetings and coordinate assigned activities with those of other departments and outside agencies.
- Develops, implements, and manages divisional goals, objectives, work standards, policies, and priorities; reviews and updates policies and procedures for improvement.
- Responds to complex incidents and participate in the incident as assigned.
- Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of the service delivery methods and procedures; allocates resources accordingly as it relates to the needs of Operations and/or Support Division.
- May command District operations resources on significant and complex incidents.
- Assists with Labor/Management relations activities as assigned.
- Formulate, prepare and monitor assigned budget(s) by recommending expenditures, monitoring approved budget(s).
- ISO Coordinates data collection and interviews for the ISO evaluation and provides recommendations to sustain and enhance ratings.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, rescue operations and fire investigation.
- Oversees the coordination of the District's emergency communications radio system to include Dispatch.
- Assigns and delegates personnel to conduct fire investigations and to determine fire cause and origin.
- Coordinate and delegate pre-fire planning activities to appropriate personnel.
- May serve as Strike Team Leader or other certified and qualified overhead position.
- Ensures the district is fully outfitted with necessary supplies, equipment, and tools. Prepares or reviews specifications for purchase of equipment and apparatus.
- Directs the preparation of purchase orders, requests for proposals, and other purchasing mechanisms within assigned responsibility.
- Directs, approves and oversees the development of strategic and long-range training plans.
- Ensures volunteer and career personnel, equipment and apparatus, and communications systems meet requirements for effective operation.
- Develops long-term replacement plans for apparatus.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Policies and procedures of the Truckee Meadows Fire Protection District.
- Current best practices, developments and trends in the fire service including fire suppression, prevention and labor/management relations.

- Current Federal, state, and local laws pertinent to the assigned function, including fire and emergency medical services.
- Principals, practices, methods and techniques of fire suppression, including wildland suppression, prevention and investigation.
- Methods and principles of fire suppression, fire investigation and fire prevention.
- Principles and practices of skilled paramedic pre-hospital care.
- Principles of medical disaster planning and theories of emergency management.
- Health Department operation and services.
- Infection control practices and procedures.
- Labor laws and the ability to manage both volunteer and career personnel.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Function as Incident Commander on a wide variety of complex incidents.
- Plan, organize, direct and coordinate the work of staff.
- Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
- Evaluate work priorities and processes to determine their effectiveness and efficiency.
- Respond to emergency situations as needed.
- Assist with the preparation and administration of large and complex budgets.
- Analyze problems and emergency situations, quickly develop effective and reasonable courses of action, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Address personnel matters.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate effectively, both orally and in writing.
- Interact regularly with the public and the community.
- Make presentations before local community boards and the Board of Fire Commissioners.
- Establish and maintain effective working relationships with departmental personnel, other public safety agencies, the public, and others contacted in the course of work.
- Exercise emotional control and work under stressful situations.
- Work independently in the absence of direct supervision.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

- Ability to work in a typical office environment and use standard office equipment such as computer, telephone, fax, copier, and two-way radio.
- Ability to maintain physical ability and stamina to meet the position tasks and responsibilities which may include vigorous and sustained activities in a variety of environmental conditions when assigned as Incident Commander.
- Ability to walk, sit, and stand for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range, per DMV requirements.

- Employee must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing equipment.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- All licenses and certifications required to be kept current and maintained for continued employment.
- External applicants will be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment.
- All applicants will be required to pass required medical examination for continuing employment.
- External applicants will be required to undergo a background investigation prior to being considered for employment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.