

## **DEPUTY CHIEF OF FIRE, EMERGENCY AND BUILDING SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** Pursuant to direct supervision and orders of the Chief of the Department, this is responsible administrative and technical work in the City Fire, Emergency and Building Services Department in planning effective firefighting and fire prevention programs, and performing various tasks of an administrative nature in respect to the programs. Under general supervision and orders of the Chief, incumbents in this class are responsible for the administrative supervision and discipline of the uniformed force of the department. With the exception of the Chief and the Executive Deputy Chief, this position is superior to all other officers within the department and may relieve any other officer of command at the scene of a fire. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- On the Chief's behalf, plans operations and assigns personnel and equipment to firehouses as required;
- Assists in the deployment of personnel and equipment as needed in emergency situations;
- Responds to alarms of a serious nature and directs activities at the scene of large fires in the absence of the Chief;
- Reviews all reports submitted by lower ranking officers;
- Assists the Chief by preparing and reviewing departmental reports, participating in discussions and providing analysis of reports;
- Inspects firehouses and equipment to see if all regulations are strictly enforced;
- Condemns property when necessary and submits detailed reports to the Chief;
- Reviews fire inspection and personnel records, when necessary.
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of modern firefighting principles, practices and procedures;
- Comprehensive knowledge of the operations, use and maintenance of the various types of apparatus and equipment used in firefighting and emergency medical treatment activities;
- Thorough knowledge of departmental principles, rules and regulations and of fire prevention methods;
- Thorough knowledge of the use of fire records and their application to fire prevention and fire protection administration;

SEE REVERSE SIDE

- Thorough knowledge of the location of water mains, fire hydrants and major fire hazards in the city;
- Ability to plan, assign and coordinate the activities performed by a large group of employees in varied firefighting and life-saving activities;
- Ability to maintain discipline and respect of subordinates and to lead and command subordinates effectively;
- Ability to initiate, plan and carryout programs in fire administration, in-service training, fire prevention and emergency medical services;
- Ability to administratively review reports and render concise analysis;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Completion of high school and eight (8) years as a firefighter including one (1) year in command as a permanently appointed Battalion Chief; **OR**
- B) Completion of high school and eight (8) years as a firefighter including three (3) years in a command position as a permanently appointed Captain or Lieutenant.

**SPECIAL REQUIREMENT:** A valid New York State driver's license is required at the time of appointment and for the duration of employment.

Rev: 1955  
11/17/82  
4/17/85  
10/06/94  
2/06/03