

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

**DISTINGUISHING FEATURES OF THE CLASS:** This position is the first Deputy in charge in the absence of the Chief of the Department and is responsible for assisting the Chief in all fire safety, prevention and investigative services, and to serve and promote the public health, safety and welfare of the city. Under general supervision and orders of the Chief, the incumbent provides administrative support, supervision and direction to the department and the division of Building and Codes. With exception of the 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.

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

- Assists the Chief in the daily operations of the Department;
- In the Chief's absence, acts for and on behalf of the Chief;
- Assists the Chief in the development of procedures and policies of the Department;
- Assists and participates in the annual budget process, capital projects (including replacement of vehicles and equipment) and expenditure control;
- Assists in the process of developing code enforcement policies and procedures, including training of all personnel;
- Responds to alarms of a serious nature and directs activities at the scene of large fires in absence of the Chief;
- Assists the Chief by preparing and reviewing departmental reports, participating in discussions and providing analysis of reports;
- Represents the Department at public engagements, community events, etc;
- 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 and code enforcement principles, practices and procedures;
- Comprehensive knowledge of the operation, 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;

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- 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 implement programs in fire administration, in-service training, fire prevention and emergency medical services;
- Ability to communicate both in writing and orally;
- 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.

NYSDCS: 11/17/03