



Job Description

TITLE: Deputy Fire Chief - Administration	JOB CODE: 2711
DEPARTMENT: Fire Department	FLSA: Exempt
PREPARED: December 29, 2019	FLSA CLASS: Supervisor
UPDATED: September 7, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under limited supervision of the Fire Chief, plan and manage the administrative staff of the fire department including the fire districts; provide management direction and support; ensure compliance with operating procedures and with applicable laws and regulations; administer and coordinate the fire prevention activities for the San Juan County Fire Department, including fire investigation and public education services and activities. This is a professional position responsible for fire code enforcement, investigating fires for origin and cause, maintain fire education programs. On a rotating basis serves as a Duty Officer with the responsibility of responding to major incidents for the purpose of managing, directing, or providing logistical support to incidents as needed.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assist in the development and implementation of department goals, policies and procedures; evaluates programs and work processes; ensure activities comply with applicable laws, policies and regulations.
- Manage administrative staff; prioritize and assign work and projects; hire, train and evaluate staff; counsel, coach and instruct employees; develop staff and conducts performance evaluations.
- Assists in the development of the department budget; identify and plan for needs in the individual fire districts; recommend approval of expenditures.
- Prepare special and recurring reports, budgets, grants, proposals and contracts; recommend and implements changes to existing policies.
- Provide leadership, direction and coaching to local fire districts; assist in recruiting and selecting volunteers; assist in training of volunteers; review training programs and evaluates their success.
- Ensure that all programs are consistently applied and accomplished across districts.
- Ensure consistent and effective administration of all department (with or in the absence of Fire Chief), County, State and Federal regulations.
- Work with the Fire Chief to manage department activities; administer programs; commit and direct department resources; act as agent for the department.
- Respond to emergency calls as necessary.
- Conduct research and planning for the department; monitor industry trends and identify potential changes; analyze workload and recommend staffing assignments and adjustments; manage projects including grants and capital projects.
- Provide duties of enforcing the fire protection and prevention codes and ordinances of the San Juan County Fire Department;
 - Conduct fire and life safety inspections throughout buildings in San Juan County.
 - Review plans for new construction and installation of fire protection equipment for adherence to fire and lift safety regulations.
 - Prepare inspection reports, investigation reports, emergency response reports, grants, and other proposals as directed by the Fire Chief.
 - Stay abreast of new trends and innovations in the field of fire suppression, fire prevention, and fire investigation

Job Description

Deputy Fire Chief - Administration

- Monitor fire protection industry standards and makes recommendations to the Fire Chief on needed improvements and changes.
- May serve as Acting Fire Chief in the absence of the Fire Chief
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and practices of fire prevention.
- Knowledge of citizen volunteer fire and emergency medical services.
- Knowledge of all local, state and federal laws, ordinances, rules and regulations pertaining to fire protection, emergency medical services, public safety and fire protection.
- Knowledge of management and personnel administration methods, techniques and policies.
- Knowledge of budgets, grant requirements and financial reporting.
- Knowledge of County policies and procedures.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in identifying needs, developing programs and conducting training programs.
- Skill in communicating tactfully and effectively with all levels of the general public, both orally and in writing.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.
- Ability to respond to emergency calls 24/7, serve as on call duty officer as needed.

Education and Experience:

- Bachelor's Degree in Public Safety, Finance, Accounting, or related to fire fighting and protection and ten (10) years of experience in fire and emergency services; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid State of New Mexico Commercial Driver's License Class E or CDL AB or able to obtain within six (6) months of employment.
- Experience in managing a staff of six (6) or more, preferred.
- Experience in managing a budget in excess of \$1M, preferred.
- Experience working with volunteer fire departments.
- IFSAC Firefighter 1 and II or equivalent from verifiable entity or ability to obtain within six (6) months of date of hire.
- IFSAC Instructor 1 or equivalent, or ability to obtain within twelve (12) months of date of hire.
- EMS licensed First Responder or higher, or ability to obtain within six (6) months of date of hire.
- NIMS, ICS-400 qualified or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and outdoors in varied weather conditions; requires physical exertion under vigorous and unusual conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. May be subject to exposure to CRT's and VDT's. May be subject to life threatening situations.
- May be subject to bending, reaching, kneeling, crawling, and lift in excess of 75 pounds.

Job Description

Deputy Fire Chief - Administration

- Full-time work hours for this position consists of rotating shifts, nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department.
- Position frequently requires travel.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Specialized firefighting apparatus and tools.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____