

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4206

TITLE: DEPUTY FIRE CHIEF

GRADE: F-31

DEFINITION:

Under the direction of an Assistant Fire Chief, manages day-to-day activities and develops plans addressing the future strategic needs of the division to which assigned; as a rotational assignment, serves as head of a major division within the Fire and Rescue Department. These include: Fire Prevention, Health and Safety, Training, Support Services, one of the three Operations shifts, Special Operations/Emergency Medical Services, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Fire Chief class differs from the Assistant Fire Chief in its scope of responsibility and span of control. The Deputy Fire Chief manages a major division within one of the bureaus in the Fire and Rescue Department. An Assistant Fire Chief oversees several divisions within their assigned Bureau. The Deputy Fire Chief differs from the Fire Battalion Chief in that a Fire Battalion Chief directs and coordinates the EMS, fire and rescue activities in a battalion for an assigned shift, or directs and manages a section.

ILLUSTRATIVE DUTIES:

In each functional area

Plans, directs, and delegates all activities in the area to which assigned;
Participates in the department's strategic and workforce planning processes; directs development of strategic plans for sections under his/her supervision;
Identifies deficient skills among subordinates, and plans and implements remedial training;
Serves as a coach and mentor in the professional development of subordinates;
Ensures the development of criteria to evaluate the performance of a variety of programs against the expected results, defines and oversees the collection of data that will provide the information necessary to manage current operations and plan for future needs, evaluates the effectiveness of programs, and coordinates changes to address current and future needs;
Interprets, formulates, recommends, and implements policies, procedures, and precedents in an assigned area;
Develops and reviews standard operating procedures and general orders;
Directs the preparation and administration of the division's budget, providing overall fiscal management of the budget for each section within the division;
Interprets and analyzes data for budget projections;
Directs accounting, purchasing, and personnel functions of assigned division;
Formulates and delivers written and oral reports, and prepares memoranda and correspondence;
Prepares and delivers performance evaluations for subordinates and ensures that subordinates maintain certifications in their specialties that are required by state code and agency rules;
Determines personnel actions (transfers, promotions, disciplinary actions, commendations);
Recommends disciplinary action or commendation;
Evaluates training needs and resources, reviews training programs, and monitors progress;

Hears and responds to second step grievances in accordance with county and department rules, regulations, policies and procedures;
Performs as the Staff Duty Officer on a rotational basis;
Attends Civil Service Commission hearings as necessary;
Attends meetings as a representative of the area to which assigned, providing input into policies/practices and participating in decision-making;
Represents the department in various administrative tasks as delegated by the Assistant Fire Chief;
Maintains effective relationships with other County agencies, developing partnerships to achieve departmental goals and objectives and interacting on a regular basis both orally and in writing;
Represents the department at various meetings and public appearances before citizen groups, volunteers, career, political constituents, and the news media;
Investigates and responds to citizen complaints and inquiries;
As directed, acts as the Assistant Fire Chief in his or her absence;
Identifies laws affecting suppression, emergency medical services, and internal policy, and recognizes implications for the department;
Keeps abreast of new developments and technological changes in the field.

Operations Shift

Directs, manages, plans, and coordinates County-wide Fire and Rescue Department activities and resources on an assigned shift;
Directs and supervises Fire Battalion Chiefs assigned to the shift;
Develops tactics and strategies for mitigating emergency incidents;
Responds to emergency incidents to supervise and evaluate subordinates;
Responds to fires and serious emergencies and, as necessary, advises the Officer-in-Charge or assumes position within the incident management system;
Critiques an emergency incident after the fact;
Maintains fire and rescue protection at an optimum level, overseeing day-to-day staffing and operational limits;
Coordinates and/or prepares reports on large-loss fires;
Conducts station inspections of protective clothing, station records, safety hazards response readiness, cleanliness, etc.

Special Operations

Organizes, plans, and coordinates activities and resources of the Special Operations Division (i.e., Hazardous Materials Team, Technical Rescue Team, Urban Search and Rescue, and Marine Operations Team, Emergency Preparedness);
Coordinates the activities of the Special Operations teams with other Fire and Rescue Department divisions, county agencies, and organizations outside the county;
Serves as the Operations liaison with the Local Emergency Planning Committee;
Maintains a liaison and coordinates activities with counterparts in other jurisdictions;
Provides technical and administrative assistance to senior and subordinate staff;
Assists the Deputy Fire Chiefs for the three Operations shifts in formulating new procedures and policies relating to Special Operations activities;
Conducts various staffing and resource studies and prepares related reports;
Responds to and may assume command of large incidents as necessary;

Emergency Medical Services

Disseminates new information and policies regarding emergency medical services throughout the department;

Reviews, implements, and monitors new procedures, practices, and protocols in the field of pre-hospital care for the sick and injured;

Serves as advisor to the Training Division on EMS Training;

Coordinates new initiatives with the Operational Medical Director and local hospitals;

Oversees the billing process for inter-facility Advanced Life Support transports;

Conducts various staffing and resource studies and prepares related reports;

Serves as point of contact for the legal community;

Serves as the department's coordinator for the Continuous Quality Improvement program;

Facilitates between the quality improvement providers and other involved parties to ensure program direction and guidance;

Serves as the liaison between the department and the medical community, including the Operational Medical Director, local hospitals, private physicians, the Health Department, and other professional health organizations, such as the Emergency Medical Services Advisory Council, the Northern Virginia Emergency Medical Regional Service Council, the Fairfax Hospital Trauma Quality Assurance Group, the Virginia Association of Governmental Emergency Medical Service Administrators, etc.;

Supervises equipment acquisitions.

Training

Directs and manages the activities and resources of the Training Division;

Oversees the development, implementation, and evaluation of continuous training programs in fire science and administration;

Directs the development of continuous fire suppression, emergency medical services, hazardous materials abatement, and technical rescue training programs;

Consults with other departmental personnel and volunteer fire company officers to determine training needs and schedule training sessions;

Evaluates and appraises fire and rescue operations to determine training needs;

Represents the department on national, state, and local committees.

Fire Prevention

As Fire Marshal, organizes, plans, and coordinates the activities and resources of the Fire Prevention Division (comprised of the Investigations, Inspections, Engineering Plans Review, Fire Protection Equipment and Systems Testing, Revenue and Records, Hazardous Materials Technical Support, and Enforcement sections), ensuring compliance with all federal, state and local codes and ordinances;

Interprets and enforces the State and County Fire Prevention Codes;

Investigates fires and explosions and examines reports to determine their cause and estimate loss;

Oversees the investigation as part of a fire/explosion or long-term hazardous materials remediation;

Initiates legal action against, and assists with the prosecution of, arsonists and code violators;

Supervises the examination of building plans and field inspections for conformance to approved plans;

Gives testimony at State committee hearings on the advisability of certain rules and regulations;
Provides a liaison with the Public Affairs/Life Safety Education Section on Fire Prevention programs;
Provides a liaison with the Department of Public Works and Environmental Services' Office of Building Code Services on life safety issues in buildings;
Provides voting representation at model code development sessions.

Support Services

Organizes, plans, and coordinates the activities and resources of the Support Services Division (comprised of the Communications, Resource Management, and Information Technology Sections);
Directs the communications programs for the department;
Performs and directs research to keep abreast of technological advancements in communications science and equipment;
Supervises vehicle and equipment testing, maintenance, and repair programs;
Coordinates the development of specifications for the procurement of apparatus and equipment.

Health and Safety

Plans, directs, and oversees the activities and resources within the division which is comprised of Health, Safety, Light Duty/Case Management, and Occupational Health Center;
Provides oversight and management of the Health and Wellness Initiative;
Evaluates the effectiveness of programs and coordinates changes to address current and future needs;
Develops, directs, and prepares long-term plans for continued evolution of the division;
Provides guidance and counsel to senior leadership on matters related to health and safety;
Manage the utilization of the Occupational Health Center by internal and external local public safety departments.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of county and department rules, regulations, policies and procedures, standard operating procedures, manuals and safety bulletins;
Knowledge of, and the ability to effectively apply, the principles and techniques of fire science and fire administration;
Knowledge of fire suppression, rescue, prevention, and emergency medical service principles, practices, apparatus and equipment;
Knowledge of national, state, and local fire prevention and building codes;
Knowledge of the operating, financial, budgetary and purchasing systems of the Fire and Rescue Department and Fairfax County Government;
Knowledge of other county agency's policies, rules, and regulations affecting the Fire and Rescue Department;
Knowledge of methods and materials used in comprehensive training programs;
Knowledge of Federal Communications Commission laws and regulations governing communications;
Demonstrated ability to effectively plan, organize, delegate, direct, and supervise the work of a large staff in assigned area(s) of responsibility;
Ability to interpret, explain, and enforce regulations;

Ability to establish and maintain effective working relationships with others;
Ability to communicate orally in an effective manner, using diplomacy and tact;
Ability to write complete and accurate reports, memoranda, policies and procedures using proper grammar and format;
Ability to document actions, and to establish and maintain appropriate records;
Ability to implement the incident command system to manage a major emergency incident or function as an officer in the incident management system.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in public administration, business administration, or a related field; PLUS
Extensive formal training in fire science, emergency medical services, administration, training, prevention, and/or investigation; PLUS
Personnel currently at the rank of Fire Battalion Chief with two years of paid experience at that rank within the Fire and Rescue Department of Fairfax County; PLUS
Class "A" medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

CERTIFICATES AND LICENSES REQUIRED:

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-B);
Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;
Certification in cardiopulmonary resuscitation (CPR) and automatic external defibrillation (AED);
Possession of a valid Motor Vehicle Driver's License.

If assigned to the Fire Prevention Division, must obtain within one year of assignment:

Certification as a Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;
Certification as a Technical Assistant to the Fire Official in accordance with the standards of the Virginia Department of Housing and Community Development.

NECESSARY SPECIAL REQUIREMENTS:

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a Work Performance Evaluation (unless granted light duty due to illness or injury).

REVISED: September 11, 2009
REVISED: November 2, 2004
REVISED: August 20, 2003
REVISED: June 22, 1999
REVISED: October 7, 1998

CLASS CODE: 4206

TITLE: DEPUTY FIRE CHIEF

GRADE: F-31

Page 6

REVISED: June 4, 1998
REVISED: January 13, 1997
REVISED: August 23, 1996
REVISED: October 23, 1995
REVISED: September 16, 1994
REVISED: June 20, 1988
RETITLED: June 23, 1986