

TITLE: Deputy Chief of Fire and Emergency Services/Deputy Director of Public Safety
FD-EMS/2-780

DEPARTMENT: Fire and Emergency Services, Fayette County

JOB SUMMARY: This position is the Deputy Chief responsible for directing the Operations of the Fayette County Department of Fire and Emergency Services and assists the Chief in administrative functions as the Chief of Staff. This position also assists the Public Safety Director in the administration and operational activities in the departments of Fire / EMS, Emergency Management/Homeland Security, 911 Communications, Marshal's Office, and Animal Services.

MAJOR DUTIES:

- o Coordinates, directs, and supervises subordinate staff; plans, schedules, and assigns personnel or equipment to ensure adequate staffing; reviews and conducts employee evaluations; counsels or disciplines personnel.
- o Assumes command of operations at fire, emergency medical, and disaster scenes; function as group or division leader in mutual aid responses.
- o Performs the duties of the Public Safety Director in his or her absence as assigned.
- o Oversees the development of the annual division budget; approves and monitors expenditures; prepares specifications for apparatus and equipment; conducts on-site factory inspections of items purchased; represents division in bid process; coordinates and approves apparatus repairs.
- o Reviews division reports on daily basis; prepares and assesses progress in divisional action plan; assists in long-range and strategic planning; reviews, verifies, and approves overtime and leave.
- o Coordinates department risk management; monitors testing and evaluation of department apparatus and equipment; monitors and reviews data and records for risk management; monitors and schedules all fit-for-duty exams for line personnel; conducts worker's compensation investigations.
- o Coordinates department infrastructure; coordinates engineering and construction for new facilities; coordinates facility repair and service; projects facility budget requirements.
- o Provides information to the media and the public; addresses various community groups; promotes fire safety education through fire safety; monitors trends in the community to reduce accidents and injuries; represents the department at functions and meetings as required.

- o Coordinates mutual aid agreements between other city, county, or private organizations. Establishes communications, emergency plans, and ensures compliance.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the current principles, practices, and techniques of fire, EMS, EMA, and public safety agencies,
- o Knowledge of county government policies and procedures, current federal, state, and local laws, administrative rules, standard guidelines, and ordinances.
- o Knowledge of the theories, principles, and practices of effective public administration, with special reference to Public Safety policies, personnel, and budget administration.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of governmental finance and budget processes.
- o Knowledge of modern data management, records, and reporting systems.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Knowledge of relevant training standards.
- o Skill in preparing and monitoring operating budgets.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Ability to develop goals, objectives, and benchmarks.
- o Ability to plan, organize, direct and coordinate the work of supervisory and technical personnel; delegate authority and responsibility.
- o Ability to facilitate positive group dynamics in a team environment.

SUPERVISORY CONTROLS: The Director of Public Safety assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include federal, state, and local laws and ordinances, administrative rules, fire and EMS standards, and department service operations procedures and protocols. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. The necessity of balancing emergency and non-emergency duties contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in administration of the administrative and operations functions of fire and emergency services. Success in this position contributes to the safety and well being of county residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, fire investigators, public customers, state and federal agents, elected and appointed officials, law enforcement personnel, health care providers, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is performed while typically sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over personnel assigned to Department of Fire & EMS and operational oversight of other divisional departments.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the

County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Bachelor's degree in Public Administration, Management, or a course of study related to the occupational field. A Master's degree is preferred.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Certification as a firefighter from the Georgia Firefighter Standards and Training Council.
- o Certification as a Paramedic from the National Registry of EMTs and licensure as a paramedic from the Georgia Department of Human Resources.