

POSITION TITLE: FIRE DEPUTY CHIEF
DEPARTMENT: SAFETY
DIVISION: FIRE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Fire Chief

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Fire Captain (3)

DIRECT: 3

INDIRECT: 36 (17 vacant positions)

POSITION FUNCTION

This position is responsible for assisting the Fire Chief with principal duties involved in overseeing the administration of the Five Division.

JOB RESPONSIBILITIES

Commands the Division when the Chief is absent

Inspects public facilities

Assists with arson investigations

Assists with training programs

Purchases fire-related equipment

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <ul style="list-style-type: none"> Knowledge of arson and fire investigation Knowledge of Emergency Medical Services procedures and protocols Ability to use spreadsheet, database, word processing and selected job-specific software Ability to use specialized tools and equipment for firefighting, Emergency Medical Services and communication Must maintain a valid Ohio Driver's License and have the ability to drive <p>Administrative Skills</p> <ul style="list-style-type: none"> Ability to set goals and develop strategies and schedules for meeting them Ability to plan, organize, assign and direct work of staff Ability to adequate allocate resources to meet objectives Ability to handle multiple priorities and projects <p>Cognitive Skills</p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to interpret professional periodicals and journals, technical procedures, complicated policies/procedures/protocols, and government regulations Ability to perform standard business arithmetic, including percentages and decimals Ability to apply financial principles and numerical techniques to management problems Knowledge of basic budgetary principles and practices Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities <p>Communications Skills</p> <ul style="list-style-type: none"> Ability to speak effectively one-to-one 	<ul style="list-style-type: none"> Ability to speak effectively before groups and to respond to questions Ability to deliver effective presentations Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to use appropriate style, format, and tone in informal and formal business communications Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary Ability to prepare clear and concise reports, correspondence and other written materials Ability to prepare analyses, policies and/or budgets <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Ability to deal courteously and diplomatically with the general public Ability to maintain issue confidentiality Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p>Leadership Skills</p> <ul style="list-style-type: none"> Knowledge of administration and supervision of staff and activities Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to monitor progress and exercise control Ability to provide performance feedback Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed in an office setting with significant contact with City citizens and the general public.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Two-year college certificate or equivalent; Ohio Professional Firefighter certification, Emergency Medical Technician certification, State Fire Inspector certification; valid Ohio Driver's License; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.