



DEPARTMENT: Fire

NATURE OF WORK:

Assists the Fire Chief in operational and training activities of the Fire and Rescue services for James City County. Serves as second in command of Fire Department.

Responsible for a broad range of managerial and administrative activities related to the protection of life and property through fire and rescue efforts. Work requires considerable management skills in both operational and specialized areas. Work is performed under general supervision of Fire Chief with latitude for independent judgment within general established policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs duties of Fire Chief in incumbent's absence. Represents the Fire Department to the community.

Ensures operational readiness of the Fire Department; analyzes operational requirements and ensures that staff, apparatus, equipment, and supply needs of the Fire Department are met.

Serves as Training Officer for the Fire Department. Identifies training needs, assures effective delivery of training, and assesses effectiveness of training.

Works with the Human Resource Department to handle personnel management issues including policy interpretation, conflict resolution, and disciplinary actions.

Ensures the professional and technical development of direct reports. Conducts performance evaluations and develops and implements individual development plans. Provides direct and specific feedback regarding work performance. Resolves conflicts and provides guidance and coaching as necessary.

Fosters a harmonious work environment and effective working relationships within the Fire Department.

Models and ensures appropriate workplace behavior that reflects the values of James City County and the Fire Department.

Coordinates Fire Department team activities, supporting current and future initiatives.

Assists Fire Chief in planning operating budgets and controlling expenditures; establishes long-range goals and programs for cost effective operations.

Works with the Human Resource Department in hiring and departmental promotional processes. Assists Fire Chief in evaluation of staff and administrative personnel.

Responds to and may assume command position on major emergency incidents at any hour of the day or night.

Coordinates hazardous materials efforts for the County; attends hazardous material training sessions; participates in disaster planning drills of local nuclear power station.

Assists the Fire Department Public Information Officer as necessary.

Serves on boards and committees of State and local professional organizations.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are primarily performed in an office setting. Drives County vehicle. Conducts field training activities requiring prolonged standing and walking. Operates computer keyboard, telephone, fax, and calculator. Operates hand tools, small machinery, and fire suppression equipment, as needed.

Responds to emergency calls on nights, weekends, and holidays as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of fire and rescue administration, organization, personnel, budget, finance, and purchasing.

Thorough knowledge of Fire Department policies, rules, and regulations.

Thorough knowledge of modern firefighting, rescue, and fire prevention principles, practices, and procedures.

Thorough knowledge of emergency operations and training including EMS, fire prevention and communications.

Thorough knowledge of training needs assessment and effective training delivery.

Thorough knowledge of effective personnel management techniques including team building, conflict resolution, and meeting facilitation.

Ability to plan, coordinate, supervise, and evaluate the work of assigned staff.

Ability to plan, develop, and coordinate Strategic Management Plan goals and objectives.

Ability to recognize potential administrative problems and to propose viable solutions.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships and to engender enthusiastic participation in mutually beneficial projects.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Fire Science, Fire Engineering Technology, or related field, supplemented by college-level management courses; and considerable experience as a fire officer in all aspects of fire and rescue operations, including supervisory and management experience; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Deputy Fire Chief

Position Number: 445

Department: Fire

Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments.
- Ability to understand and follow oral instruction.
- Ability to understand and follow written instruction.
- Ability to guide and/or give instructions.
- Ability to make decisions in accordance with established procedures and policies.
- Not essential to job function.

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- Not essential to job function

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)	Frequency of Manipulation								
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓				✓	
Push/Pull			✓					✓	
Hold/Carry			✓					✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 4 or more steps |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit		✓						✓	
Walk		✓						✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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