

Deputy Fire Chief

SUMMARY/PURPOSE

To serve as the operational manager of the Fire Department, provide long-range planning, set future direction, and assume responsibility for providing department-wide leadership and direction. Reports directly to the Fire Chief.

SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prioritize, assign work, and coordinate schedules of personnel to ensure completion of work.
2. Develop and maintain recruiting and hiring practices that create a diverse workforce.
3. Implement and monitor performance management programs to ensure the delivery of effective and efficient public safety services.
4. Coordinate, facilitate, and participate on a variety of boards, commissions, professional groups, and committees; prepare and present reports, correspondence, and training; including, but not limited to emergency management, Homeland Security, anti-terrorism, disaster recovery, blight mitigation team, Building Appeal Board, unhoused internal action team, sustainability action team, equity action team, and more.
5. Manage command staff decision-making and ensure that decisions align with the mission and values of the organization.
6. Ensure organizational actions are in compliance with department policies and procedures, federal and state constitutional mandates, federal, state, and local laws and regulations, and collective bargaining agreements.
7. Assume the duties of the Fire Chief when designated.
8. Assume the duties within an incident command team when designated.
9. Provide supervision and management of state and city teams responding outside the city limits as directed by established ordinance, directive, or agreement and as requested.
10. Develop and implement innovative and best practice approaches in Fire Department functions and services; study fire reports, pertinent legislation, developments, regulations, and current literature in public safety to determine trends, and recommend changes in organizational and operating policies and procedures.
11. Oversee and participate in the development and administration of the Fire Department annual budget; participate in the forecast of expenses related to staffing, equipment, vehicles, supplies, and capital improvements; monitor and approve purchases; implement adjustments.
12. Manage employee performance, and provide training, coaching, and mentoring for employees.
13. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
14. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
15. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
16. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.

18. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
19. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. At the time of appointment, must be a classified employee in the Duluth Fire Department.
 - B. Bachelor's degree in Fire, Leadership, or a Management field, and ten (10) years of experience with the Duluth Fire Department; Master's degree in Fire, Leadership, or a Management field may be substituted for two (2) years of experience.
2. License Requirements
 - A. Possess and maintain certification at the level of Emergency Medical Technician or higher with the National Registry of Emergency Medical Technicians.
 - B. Possess and maintain Firefighter II certification from the Minnesota Fire Service Certification Board or equivalent certification accredited through IFSAC or NFPA Pro Board required at the time of interview scheduling.
 - C. Possess and maintain a valid Minnesota Class D driver's license or privilege.
3. Knowledge Requirements
 - A. Thorough knowledge of modern fire-fighting methods, apparatus, equipment, and fire hazards.
 - B. Thorough knowledge of fire laws, codes, and ordinances.
 - C. Knowledge of accepted public administration, personnel, supervisory, fiscal, and emergency management principles and practices.
 - D. Knowledge of program analysis, planning, implementation, and evaluation principles and practices.
 - E. Knowledge of problem-solving and conflict-resolution techniques.
 - F. Knowledge of applicable safety requirements.
 - G. Knowledge of, or the ability to learn, City policies and procedures.
 - H. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - I. Knowledge of effective leadership and personnel practices.
 - J. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
 - K. Knowledge of budgetary, and management principles, practices, and procedures.
 - L. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
 - A. Skill in effectively interacting with the public, department employees, and others from various organizations and diverse backgrounds.
 - B. Skill in guiding the activities and work of others.
 - C. Skill in identifying and minimizing risks to reduce liability associated with departmental functions and activities.
 - D. Skill in planning activities and assisting elected officials, the Fire Chief, department directors, staff, and customers in analyzing and resolving complex problems.
 - E. Skill in effectively listening, speaking, and writing to a diverse group of individuals, including elected officials, department directors, representatives of other jurisdictions, private organizations, the media, subordinate employees, and the general public.

- F. Skill in understanding bargaining unit contracts, administering the provisions of such contracts, participating in negotiations with applicable bargaining units, and handling grievances in accordance with applicable contractual procedures.
 - G. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - H. Skill in managing one's own time and the time of others.
 - I. Skill in completing assignments accurately and with attention to detail.
 - J. Skill in mediation and dispute resolution.
 - K. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - L. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to evaluate and analyze operations and procedures.
 - B. Ability to interpret and analyze data and statistics.
 - C. Ability to develop, organize, and present ideas and recommendations clearly and concisely in written and oral forms.
 - D. Ability to establish and maintain effective working relationships with the general public, staff members and city administrators.
 - E. Ability to assign, supervise, and evaluate the training and work of subordinates.
 - F. Ability to perform sedentary work (defined as lifting ten pounds and occasionally lifting and/or carrying such articles as dockets and ledgers).
 - G. Ability to respond to emergency scenes wearing appropriate personal protective equipment in order to fill a command role in support of incident command.
 - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - I. Ability to communicate and interact effectively with members of the public.
 - J. Ability to communicate effectively both orally and in writing.
 - K. Ability to recognize, analyze, and problem-solve a variety of situations.
 - L. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
 - M. Ability to handle difficult and stressful situations with professional composure.
 - N. Ability to establish goals and objectives.
 - O. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
 - P. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
 - Q. Ability to manage a budget and work within the constraints of that budget.
 - R. Ability to enforce safety rules and regulations.
 - S. Ability to maintain confidential information.
 - T. Ability to demonstrate dependability, responsibility, and consistency in job performance.
 - U. Ability to exercise sound judgment in making critical decisions.
 - V. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
 - W. Exhibits leadership qualities of dependability and accountability.
 - X. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals).

Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Supervisory	EEOC: Officials/Admin	CSB: 06/06/2023	Class No: 1206
WC: 7706	Pay:	EEOF: Fire Protection	CC:	Resolution:
FLSA Exemption Type: Executive				

**CHAPTER 2.
ADMINISTRATION.**

Article II. Departments.

§ 2-2.3. Qualifications of the deputy fire chief.

Sec. 2-2.3. Qualifications of the deputy fire chief.

The deputy fire chief shall possess the following minimum employment qualifications:

- (a) Education and experience requirements:
 - (1) At the time of appointment must be a uniformed employee in the Duluth fire department;
 - (2) A bachelor's degree in a fire, leadership or management field
 - (3) Ten years of experience with the Duluth Fire Department. A fire, leadership or management related bachelor's degree may be a substitute for one-year experience; a master's degree may be substituted for two years of experience.
 - (b) Knowledge and skill requirements:
 - (1) Extensive knowledge of modern fire fighting methods, apparatus, equipment and fire hazards;
 - (2) Extensive knowledge of fire laws, codes and ordinances;
 - (3) Knowledge of accepted public administration, personnel, supervisory, fiscal and emergency management principles and practices;
 - (4) Knowledge of program analysis, planning, implementation and evaluation principles and practices;
 - (c) Ability requirements:
 - (1) Ability to evaluate and analyze operations and procedures;
 - (2) Ability to interpret and analyze data and statistics;
 - (3) Ability to develop, organize and present ideas and recommendations clearly and concisely in written and oral forms;
 - (4) Ability to establish and maintain effective working relationships with the general public, staff members and city administrators;
 - (5) Ability to assign, supervise and evaluate the training and work of subordinates;
 - (6) Ability to perform sedentary work (defined as lifting ten pounds and occasionally lifting and/or carrying such articles as docket and ledgers).
 - (7) Ability to respond to emergency scenes wearing appropriate personal protective equipment in order to fill a command role in support of incident command.
- (Ord. No. 8773, 3-3-1986, §1; Ord. No. 10795, 2-28-2022 §1)