

Caroline County Government Position Description

Deputy Fire-EMS Chief Department of Fire-Rescue & Emergency Management

Revision Date: 8/20/12

The duties listed in this position description represent those where the majority of the time is spent or those that are important or critical to the function. However, additional related duties may be assigned. For successful job performance, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Knowledge, Skills and Abilities, Working Conditions, and Physical Demands, Dexterity and Sensory Requirements are representative of those that are needed or encountered when performing the essential functions of this job.

GENERAL DESCRIPTION OF RESPONSIBILITIES

Assists the Fire-EMS Chief in the overall leadership, management and administration of fire, rescue and emergency management activities. Serves as acting Chief as needed. Responsible for developing and administering programs and systems within major organizational policies to promote the efficiency and effectiveness of the department and meet the organizational needs, vision, and values.

Consults with senior management, subordinates, volunteer departments, civic agencies, and others for planning and directing protective services functions, and overseeing administrative activities. Serves on or chairs committees, boards, or other entities concerned with emergency preparedness. Plans, organizes, and implements programs within major organizational policies and applicable regulations. Reports progress of major activities to executive level administrators through reports and conferences. Generally performs in a senior management role, to include assuming command of major emergency situations, as needed. Occasionally, may perform emergency scene duties described in the essential functions for Firefighter-EMT.

Work is performed under general direction with little or no direct supervision in accordance with general plans, policies, goals, philosophies, and purposes of the department.

Serves as Deputy Coordinator of Emergency Management. Also serves as the on-call Staff Duty Officer on a rotational basis and as the Public Information Officer when required. This position is subject to contact, emergency recall and flexible scheduling, 24-hours/7days a week, as necessary.

ORGANIZATION/SUPERVISION

The Deputy Chief reports to the Chief of Fire-EMS and Emergency Management and supervises Division Captains and others as assigned.

DUTIES/RESPONSIBILITIES

Essential Functions

- Assists the Chief with the overall management and direction of department operations for both volunteer and career personnel, to include identifying needs, planning, determining goals and objectives, organizing, prioritizing, coordinating activities, allocating resources, and continually striving to maximize the efficiency, effectiveness and operational readiness of the department.
- Oversees and manages major functional areas as assigned by the Chief, including public information, human resources, safety and risk management, logistics, civic involvement,

records management systems, and communications. Manages assigned staff to include selecting or recommending selections, training, assigning work, developing goals, evaluating performance, counseling, disciplining, and recommending termination, as appropriate.

- Monitors federal, state, regional and local laws, rules, policies, procedures, and emerging trends in public protection; develops proposals or recommendations for the department or in cooperation with other agencies to enhance public protection capabilities, laws, policies, or procedures.
- Responds to major fire, EMS calls, or other emergencies as necessary; assumes command or oversees activities as needed.
- Personally performs or makes assignments for staff to research, analyze information, and conduct studies or special projects. Develops, implements, and interprets policies and procedures. Provides recommendations on new programs and procedures or long-range goals to enhance operations.
- Composes a variety of written documents, including correspondence, policies, recommendations, agendas, technical/informative reports, and position statements in response to various department operations. Develops and makes presentations and recommendations to the County Administrator, the Board of Supervisors and others.
- Performs or oversees administrative functions such as recording, maintaining, and disseminating information, collecting, reviewing, and editing the work of others, compiling and reviewing statistics and reports, and approving and signing paperwork.
- Coordinates emergency planning for all man-made and natural disasters, managing the County Fire, EMS and Emergency Services in the coordination of disaster and hazardous materials responses. Develops, implements, and maintains an emergency operations plan to ensure quick and effective response to the needs of the citizens and community. Researches and performs studies to identify and determine area layout, geography, demography, and any peculiarities which need to be considered. Maintains and updates information including maps, plans, emergency personnel rosters, and resource documents.
- Coordinates, manages, or assists in managing the Emergency Operations Center during periods of emergencies.
- Coordinates with federal, state, regional, and local emergency management agencies to enhance the efficiency and responsiveness of public protection. Serves on committees or boards and participates in other related activities engaged in determining goals, objectives and policies for emergency preparedness.
- Oversees, prepares, or assists in preparing and managing budget(s). Makes recommendations for personnel, acquisitions, and capital improvements. Monitors funds; manages expenditures; recommends budget revisions or reallocations as needed.
- Fosters a harmonious work environment and effective, professional working relationships within the department for both career and volunteer personnel, with County officials, outside agencies and the general public. Facilitates effective communication throughout all levels of the organization; resolves conflicts and provides guidance and coaching as necessary.
- Resolves questions, conflicts and problems pertaining to the department. Investigates and responds to community inquiries and concerns; oversees and ensures implementation of corrective action and improvements, as necessary.

Other Duties:

- Represents the County at various meetings and functions; serves on planning boards or committees.
- Conducts meetings; disseminates information; shares knowledge with supervisors, staff and others for mutual and departmental benefit.
- Coordinates Fire/EMS support for special events by meeting with and providing input to event organizers in order to ensure the safety of the public and compliance with the fire code.
- Responds to major fires, EMS calls, or other emergencies as necessary; assumes command or oversees activities as needed.
- Coordinates, monitors, oversees, and evaluates emergency preparedness training and drills to ensure adequate response to man-made or natural disasters.
- Determines the allocation and assignment of apparatus; develops and maintains a replacement schedule for apparatus. Develops purchase specifications for new apparatus and equipment in conjunction with career and volunteer personnel.
- Ensures the level of training and certifications required by career and volunteer personnel are met. Coordinates and instructs training programs as needed.
- Supports the mission of the department. Regularly communicates with senior staff regarding the most proficient and prudent delivery of services and use of available resources.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

- **Fire Suppression and Emergency Medical Services** – Comprehensive knowledge of modern management philosophies and methods as applied to local fire suppression, rescue, emergency medical services and emergency management. Comprehensive knowledge of modern principles, regulations, standards, techniques, equipment, practices and programs concerning Fire, EMS and emergency management. Ability to lead, direct and manage the activities of career and volunteer personnel. Ability to exercise sound judgment in emergency and other situations and to stay mentally alert for prolonged periods of time under unusual pressure. Ability to continuously provide attention to details.
- **Management Skills/Critical Thinking/Budgeting** - Demonstrated management and administrative skills. Ability to evaluate needs, and to plan, establish, and implement effective programs and procedures in a variety of areas, including administration, management, fire suppression, EMS, emergency management, employee and community relations, and staff development. Ability to interpret and apply extensive understanding of operating policies and procedures to solve complex problems. Ability to analyze various situations and variables and to exercise sound judgment and discretion in identifying the strengths and weaknesses of alternative solutions, conclusions, or approaches prior to determining the final recommendation or action for a variety of administrative or technical problems. Ability to organize own work, set priorities and meet deadlines. Thorough knowledge of modern budgeting practices and techniques.
- **Communication** – Ability to make public presentations and to communicate complex information and ideas clearly, concisely, and effectively, both orally and in writing, so that others will understand. Ability to understand information and ideas presented verbally or in writing; ability to follow and carryout verbal, non-verbal and written instructions. Ability to read, comprehend and apply information contained in a variety of written materials such as professional literature, laws and regulations, technical manuals and maps. Ability to effectively research and compose a variety of written documents including correspondence,

policies, recommendations, agendas, technical/informative reports, and position statements. Ability to appropriately maintain high-level confidential and sensitive information.

- **Interpersonal Skills** – Ability to establish and maintain effective working relationships within the department for both career and volunteer personnel, the County, outside agencies, and the general public.
- **Mathematical** – Ability to appropriately use mathematics involving the practical application of fractions, percentages, ratios, proportions, geometric construction, and algebraic solutions of equations and inequalities.
- **Training** – Ability to effectively develop, deliver and evaluate training. Ability to participate in training and comprehend and apply new concepts and job-related skills.
- **Physical Demands** – Physical strength and ability to perform the essential functions of the position. (See “Working Conditions” and “Physical Demands, Dexterity and Sensory Requirements” stated below.)
- **Safety** - Ability to perform job safely in accordance with departmental safety procedures. Ability to drive safely under emergency conditions.
- **Office Systems** – Thorough knowledge of office systems, practices and administration. Ability to operate modern office equipment including computer equipment and software programs with sufficient speed and accuracy to perform the work.

MINIMUM EDUCATION, EXPERIENCE AND TRAINING

Requires any combination of education and experience equivalent to a Bachelor’s Degree from an accredited college or university with major course work in fire science, business management, public administration, or a related field and at least 10 years of progressively responsible experience in fire, emergency medical services and emergency services, with at least 5 years as a senior officer working with career and volunteer staff.

Must possess at all times a valid, Virginia driver’s license and have an acceptable driving record. Must currently possess and maintain certification in the following:

- Basic Cardiac Life Support (Health Care Provider CPR)
- Emergency Vehicle Operators Course (EVOC) Class III (or equivalent)
- Virginia Emergency Medical Technician – Basic
- Virginia Department of Fire Programs Firefighter II (or ProBoard equivalent)
- Virginia Department of Fire Programs Instructor II (or ProBoard equivalent)
- Virginia Department of Fire Programs Officer II (or equivalent education)
- Incident Command System (ICS) 100, 200, 300, 700 and 800

The following must be attained and maintained within 1 year in assigned job:

- ICS 400
- FEMA Professional Development Series Certificate

The following must be attained and maintained within 2 years in assigned job:

- FEMA Advanced Professional Series Certificate
- Virginia Department of Fire Programs Officer III

ADDITIONAL REQUIREMENTS

After an offer of employment has been made but prior to appointment, individuals must successfully complete a medical examination, drug screening, and background investigation. Additional medical examinations may be administered to employees periodically, in accordance with policy.

Medical examinations are consistent with position requirements. They are designed to reveal any medical condition that might put the person at increased risk to self or others as a result of certain

exposures or activities, and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of essential job duties with reasonable accommodation.

OTHER CONDITIONS

- Fair Labor Standards Act (FLSA) Exempt
- Essential Employee
- 12-Month probationary employee

WORKING CONDITIONS

The following working conditions are frequently encountered:

Office setting	Overtime
Time pressures	Working while fatigued
Unpredictable work during a shift	Tedious or exacting work
Frequent change of tasks	Noisy/distracting environment
Fast pace of work	Memory for details
Responding to calls day and night	Working independently
Performing multiple tasks simultaneously	Working closely with others as part of a team

The following working conditions are occasionally encountered:

Field setting	Limited or disrupted sleep
Driving	Stressful emergency situations

PHYSICAL DEMANDS/DEXTERITY AND SENSORY REQUIREMENTS

The following demands/requirements are frequently performed. (Required job activities are only examples of the type of activities for which the demand is needed and are not all inclusive.)

<u>DEMAND/ REQUIREMENT</u>	<u>REQUIRED JOB ACTIVITY</u>
Walking	Required for many duties in the office, at EOC, at emergency scenes, and for training. Examples include moving to and from various locations, visiting stations, and making routine inspections/observations regarding the condition of stations and equipment.
Sitting	Required while performing most office work, attending meetings, and driving.
Touching/Feeling	Used for many duties in the office, at EOC, at emergency scenes, and for training. Examples include using computers and office equipment, and for numerous EMS /Fire/EOC and related training operations such as feeling for heat behind a wall/door or floor, performing search and rescue to locate victims, and checking victim/patient conditions.
Holding	Required while performing office work, at EOC, at emergency scenes, and for training. Examples include holding radio, telephone, office supplies, books, files and equipment.
Lifting	Regularly lifts up to 10 pounds for office and EOC activities, to include office supplies, books, and equipment.
Dexterity in the use of fingers/hands	Required for performing most duties in the office, at EOC, at emergency scenes, and for training. Examples include operating radios, cell phones, computer keyboards, writing, and operating office equipment.
Writing (handwriting/use of computer)	Required for performing most duties in the office, at EOC, at emergency scenes, and for training. Examples include composing correspondence and reports, maintaining records, and developing materials for training and other presentations.

Seeing/Reading (distances, up-close/small print; peripheral and night vision; and color, depth and texture perception)	Required for most office, EOC, emergency scene and training activities such as visualization for walking, driving, assessing/determining strategy/tactics for emergency situations, recognizing hazards, observing employee performance, using a computer and other office equipment, reading correspondence, policies, records, maps, signs/placards, and other publications and participating in/conducting/ observing training activities.
Hearing	Required for almost all responsibilities such as driving, radio and telephone communications, to communicate with employees, patients, hospital staff, and the public; to listen and understand verbal communications in the an office setting, during meetings, training exercises, and at emergency scenes, and to hear warning signals and audio alarms.
Speaking	Required for most office, EOC, emergency scenes, and training activities such as communicating verbally to convey/exchange information, give instructions and make recommendations; for incident command duties at an emergency scene; to conduct training and make other presentations; and to communicate on the radio or telephone.
Use of foot controls	Needed for driving.

The following demands/requirements are occasionally performed.

Standing	Required for various duties in the in the office, at EOC, at emergency scenes, and for training. Examples include communicating with others, observing conditions and determining strategy/tactics at emergency scenes, and for communicating information while training, or conducting, participating in or observing training activities.
Running	Required to retreat from hazardous conditions in emergency situations.
Bending/Stooping/ Kneeling/Crouching	Required in the office, at EOC, at emergency scenes, and for training. Usually involves retrieving or moving various supplies, files, information and equipment, and assessing emergency situations.
Carrying	Required in the office, at EOC, at emergency scenes, and for training. Examples include carrying paperwork, files, books, supplies, and equipment.
Gripping	Required in the office, at EOC, at emergency scenes, and for training. Examples include writing with a writing utensil, accessing files and books, and gripping doorknobs and steering wheels.
Pushing/Pulling/ Prying and Exerting Force	Required in the office, at EOC, at emergency scenes, and for training, such as opening/closing desk drawers and file drawers. In emergency situations, may need to gain access or move obstructions.
Crawling	Required for emergency scenes and training if needed to access victims/patients or to crawl through confined spaces or under obstacles, hazards, or heat/smoke layer.
Twisting/Turning	Required in the office, at EOC, emergency scenes, and training activities. Examples include accessing information or files in the office or at EOC, gaining access to victims; treating patients/victims; and performing search and rescue.
Dragging	Required to move victims, obstructions or debris during emergency situations.
Climbing	Climbing is required for steps, ladders, and embankments, and to access vehicles/apparatus.
Jumping	Required to jump a ditch or other barrier to access/retreat from a situation.
Quick Movements	Required for everyday fire, rescue, and EMS operations; there are many urgent situations where personnel must be aware of surroundings and move/react quickly to changing situations, such as for victim rescue, patient care, fire containment, and to retreat from hazards.
Stretching,	Required for office and EOC activities in gaining access to files, supplies, or

Reaching, and Working Above Shoulders	books; also for emergency and training activities in accessing equipment on apparatus; accessing ceilings, attics or windows, and for extrications and rescues.
Lifting	Occasionally, up to 50 pounds may be lifted. Examples include heavier office equipment, or in emergency or training situations, lifting may be required for hand/power tools, hoses, ladders, other equipment, and victims/patients.
Sense of Smell	Required to detect smoke and the presence of various hazardous materials. Also required for patient care in identifying the presence of certain conditions.
Wearing special gear/protective devices	For emergency scenes and training, may require SCBA (self-contained breathing apparatus) and turnout gear (approximately 50 pounds combined--includes mask, tank, coat, boots, pants, hood, gloves and helmet).
Exertion of Energy	Occasionally, <u>excessive</u> exertion is required without benefit of warm-up upon arrival at the emergency scene. (Excessive exertion includes excessive changes in heart rate, breathing rate and overall feeling of fatigue.) On average, these periods usually last from 5 minutes to 20 minutes. After the emergency scene is somewhat under control there may be periods of <u>moderate</u> exertion (with some excessive exertion possibly being involved) lasting another 10 - 30 minutes.

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