



## TOWN OF DANVILLE

### FIRE DEPARTMENT OPERATIONS CHIEF

### JOB DESCRIPTION

UPDATED NOVEMBER 2023

<b>JOB TITLE:</b>	Deputy Chief of Operations
<b>DEPARTMENT:</b>	Fire
<b>LOCATION:</b>	Danville, IN
<b>REPORTS TO:</b>	Fire Chief
<b>SALARY:</b>	Salaried FT \$81,000
<b>TYPE OF POSITION:</b>	Full Time
<b>HOURS:</b>	Salaried Full-time 40
<b>OVERTIME:</b>	yes

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### JOB FUNCTIONS

##### **Classification Responsibilities:**

The Deputy Chief of Operations provides operational direction and leadership for all Danville Fire and E.M.S. functions, and personnel through the supervision of personnel and a review of their activities.

##### **Responsibilities Include:**

Reviewing the general operation of the department to determine efficiency; providing direction on major projects or problem areas; planning for the future; developing and implementing policies and procedures; and providing policy guidance. In addition, the Deputy Chief of Operations is responsible, through study and consultation with Town officials, and Department Heads, for developing recommendations for the protection of life and property in the Town. The Deputy Chief of Operations is also responsible for performing other related duties as required.

##### **Distinguishing Features:**

This classification has been designated as a non-classified, non-merit system; at-will position. The Deputy Chief of Operations is appointed by the Fire Chief. This employee receives general supervision from the Fire Chief who reviews work based on overall results achieved. The Deputy Chief of Operations may consult with the Fire Chief on issues relating to policy and planning but works independently in supervising the overall technical operations.

##### **Communication:**

Establishes and maintains effective working relationships with staff, Town officials, community organizations, other fire departments, other agencies, Town departments, and the public. Makes effective verbal and written presentations. Speaks before public groups on the plans, programs, and goals of the Danville Fire Department. Advises the Town Council and Town officials of any adverse conditions. Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints.

**Intellectual:**

Attends various meetings and represents the Danville Fire Department and/or section. Plans, organizes, and directs a progressive public fire department with several functional areas. Organizes and directs the activities of a large staff engaged in providing fire and other life safety services. Plans, directs, and controls department activities such as: the recruitment of personnel; purchase of equipment; assignment of personnel and equipment; accreditation requirements, and budgeting and control of expenditures. Coordinates Danville Fire and Medical activities with other City and Town departments. Plans, organizes, coordinates, prepares, administers, and monitors the Department budget. Analyzes and resolves operational and procedural problems. Resolves complex problems involving diverse functional areas. Analyzes information, statistics, and reports on department activities.

Develops plans designed to maintain department efficiency and responsiveness. Analyzes fire service needs, as well as the availability of resources, existing programs, and other related factors in developing department programs to meet those needs. Provides direction on major projects or problem areas. Develops and implements policies and procedures applicable to administrative functions and provides policy guidance and leadership.

Operates fire vehicles (example: automobiles, fire apparatus, and heavy construction equipment), requiring to perform normal and emergency-level firefighting duties.

**Knowledge:**

The theories, principles, and practices of effective public administration, with special reference to policies, personnel, and budget administration; modern management techniques, supervisory practices, and evaluation methods; governmental organization and management; the principles and practices of effective administration with particular attention to short- and long-range strategic planning; the principles and methods of budget preparation and monitoring; the activities, objectives, and ideals of fire and life safety services and operations; the facilities, equipment, and personnel needed to provide fire and life safety services and operations; the methods, equipment, and materials used in providing fire and life safety services; and progressive approaches to employee relations programs.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Town as the needs of the Town and requirements of the job change.

**QUALIFICATIONS****Minimum Qualifications Required:**

Public Administration, Management, Business, or a related field.

10 plus years of progressively responsible administrative and supervisory experience in fire and life safety education, prevention, and emergency response work.

**Special Requirement:**

Must possess a valid Indiana Driver's License.

Substance Abuse Testing required.

EMT or Paramedic qualifications.

Accredited Fire training school certificate.

Fire Fighter I and II

Fire Officer 1

Fire officer 2

Fire officer strategy/tactics

Instructor 1

Hazmat ops

NIMS 100,200,300,400,700,800

Safety Officer

Inspector 1

NFPA driver operator engine or aerial fire truck or Indiana equivalent

Associate degree (preferred)

At least 1 year as chief officer

**Preferred/Desirable Qualifications:**

It is preferred that the 10 years of progressively responsible administrative and supervisory experience in fire and life safety education, prevention, and emergency response work is within a municipal or county fire department.

Upon Appointment:

Within one year, successfully complete and receive certification in Fire officer 3 and Instructor 2 and 3.

Technical rescue experience in the following areas: High and low angle ropes, Confined Space Rescue, Surface water rescue, advanced automobile extrication. Training in Firefighter safety and survival.

Maintain EMT affiliation with a sponsoring hospital throughout employment.

## WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 50 pounds. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

## EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Approved By Chief of Department:

\_\_\_\_\_

Date Hired: