City of North Charleston
Vacancy Notice

Position: Deputy Fire Chief
Department: Fire
Pay Grade: 125 ($97,884 - $146,826)

GENERAL STATEMENT OF POSITION
Under limited supervision, performs responsible administrative work in overseeing the management of the daily activities of the department. Work involves overseeing all personnel matters for the department; directly supervising Assistant Chiefs and Division Chiefs for the department who manage fire suppression, training, logistics, maintenance, safety, and other emergency responses; and supervising all operations and activities of assigned divisions. *Full Job Description Attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:
Requires Associate’s and specialized training in related field with emphasis in public administration, business or fire science/technology, supplemented by nine to twelve years of progressive experience and training in fire service programs and management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain certifications as issued by the S.C. Fire Academy.

Posted: 07/21/2023
Deadline: 08/24/2023

Angela Wimberley
IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources
City of North Charleston  
South Carolina  
An Equal Opportunity Employer

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<tr>
<th>Job Title:</th>
<th>DEPUTY FIRE CHIEF</th>
<th>Job Code:</th>
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<td>FLSA:</td>
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<td>Pay Grade:</td>
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<td>Effective Date</td>
<td>07/19/2023</td>
<td>Revision A:</td>
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FOR DEPARTMENTAL/OFFICE USE ONLY

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**Summary Objective**
Under limited supervision, performs responsible administrative work in overseeing the management of the daily activities of the department. Work involves overseeing all personnel matters for the department; directly supervising Assistant Chiefs and Division Chiefs for the department who manage fire suppression, training, logistics, maintenance, safety, and other emergency responses; and supervising all operations and activities of assigned divisions.

**Deputy Chief – Administration**
- Manages the daily operations of the administrative office.
- Responsible for recruitment and hiring of personnel.
- Responsible for conducting internal investigations of personnel matters.
- Supervises maintenance of confidential personnel records.
- Supervises the logistics division and personnel.
- Includes all essential functions below.

**Deputy Chief - Operations**
- Responsible for the daily activities of the suppression division.
- Supervises suppression division, including Division Chiefs and Battalion Chief.
- Conducts emergency planning for department.
- Responds to emergency calls as needed.
- Supervises training division, including Fire Training, Medical training, Hazardous Material training and other special operations training.
- Manages all IT equipment and functions for the department.
- Includes all essential functions listed below.

**Deputy Chief – Fire Marshal**
- Plans, organizes, directs, and evaluates all department fire investigation activities.
- Provides technical advice and assistance to subordinates as required.
- Interprets and enforces pertinent codes, laws, and regulations.
- Reviews building plans and project specifications to ensure proper compliance with applicable fire and life safety requirements.
- Review and approve fire safety plans for public event centers and venues.
- Receives and responds to public inquiries, complaints, and requests for assistance regarding fire safety matters.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

DEPUTY FIRE CHIEF
- Supervises subordinate officer(s) and inspectors; supervisory duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; assisting with the selection of new employees; acting on employee problems; and recommending employee promotions, discipline and discharge.
- Prepares and implements division goals and objectives including developing and managing a budget; assists Fire Chief in achieving department goals and in establishing policies and procedures. Participates in department training activities.
- Including essential functions listed below.

**Essential Functions**
The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.
- Assists the Fire Chief in directing the administration and operations of the department.
- Supervises scheduling of divisions’ personnel ensuring proper manpower for daily operations.
- Develops procedures for ensuring safety of department employees.
- Develops, reviews, and implements department policies and procedures including recommending needed changes and ensuring departmental compliance with local, State, and Federal laws.
- Develops and administers department annual budget.
- Serves on boards, committees, and agencies relate to the fire service and the quality of life for citizens of the community.
- Responds to major emergency scenes on twenty-four hour a day basis; responds to situations after hours as needed.
- Reviews and investigates personnel and citizen complaints.
- Solves personnel matters for the department.
- Delivers public addresses for the department including working with community groups, media, and other agencies.
- Performs duties of the Fire Chief in his/her absence.
- Works with Fire Chief, Special Assistant to the Mayor, Mayor, and other department heads in the City daily.
- Develops and compiles data for creating reports and annual budget.
- Receives and reviews a variety of reports and documents such as finance reports, personnel data, medical information, incident forms, and general data.
- Prepares and/or processes a variety of documents such as budget information, safety reports, investigative reports, incident data, and general data.
- Refers to billing expenditures, State and Federal regulations, medical reports, material safety data sheets, policy and procedure manuals, codes/ordinances/regulations, equipment manuals, training manuals, employee records, budget, etc.
- Operates a vehicle and a variety of office and specialized equipment and machinery such as radio equipment, hazardous monitoring equipment, personal protective equipment, desktop computer, printer, laptop computer, scanner, projection equipment, etc.
- Uses a variety of tools such as policy manual, telephone, standard office tools, etc.; a variety of supplies such as general office supplies, etc.; and a variety of computer software such as GEEMS, Microsoft Access, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, HazMat programs, etc.
- Interacts and communicates with various groups and individuals such as the Fire Chief, Mayor, City Council, City department heads, local / State / Federal agencies, civic groups, community leaders, media, and the general public.
- Performs general administrative work, including but not limited to attending and conducting meetings, compiling data for reports, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, etc.
- Performs personnel inspections and station inspections.

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DEPUTY FIRE CHIEF
• May be designated to report to work during hazardous weather or emergency conditions.
• Performs related work as may be required.

**Knowledge, Skills and Abilities**

• Knowledge of the methods, procedures and policies of the Fire Department as they pertain to the performance of duties of the Deputy Fire Chief.
• Knowledge of the role of the position in relation to entire City operations.
• Knowledge of the functions and interrelationships of City and other governmental agencies.
• Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
• Knowledge of fire science and other assigned functional areas of the department, which may include hydraulics, electrical, mechanics, procurement, training, safety, personnel management, budgeting, office administration, etc.
• Knowledge of training methods and can instruct others through explanation, demonstration and supervised practice.
• Ability to function effectively within all sectors of the incident command system.
• Ability to act calmly and make sound decisions under varying degrees of stress and uncertainty.
• Ability to command large-scale emergency operations.
• Knowledge of how to determine and ensure safety on firegrounds.
• Knowledge of how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner.
• Knowledge of the various hand signals and fire radio terminology used on the fireground.
• Knowledge of the characteristics of a wide variety of hazardous materials and the proper procedures for managing a hazardous materials incident as mandated by OSHA.
• Knowledge of bloodborne / airborne pathogens and infection control; has considerable knowledge of risk management and safety procedures.
• Ability to communicate effectively, tactfully and persuasively with members of the public in difficult situations which may arise.
• Ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future City needs and resolving problems.
• Ability to help plan and develop daily, short- and long-term goals related to City purposes.
• Ability to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision.
• Knowledge of how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities.
• Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
• Ability to perform employee evaluations and to make recommendations based on results.
• Ability to learn and utilize new skills and information to improve job performance and efficiency.
• Ability to read and interpret complex materials pertaining to the responsibilities of the job.
• Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
• Knowledge of the terminology and various professional languages used within the department.
• Ability to make public presentations.
• Ability to handle required mathematical calculations.
• Knowledge of modern office practices and technology.
• Knowledge of the use of computers for data and word processing.
• Ability to perform duties under adverse environmental conditions such as no / low vision due to smoke, hazardous atmospheres which require the use of breathing apparatus, working in confined spaces or at heights, extreme heat from fire, and hot/cold outdoor temperatures, odors, toxic agents, wetness, noise, humidity and disease.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision, make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City’s expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

**Minimum Education and Experience Requirements**
Requires Associate’s and specialized training in related field with emphasis in public administration, business or fire science/technology, supplemented by nine to twelve years of progressive experience and training in fire service programs and management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must complete required coursework and maintain certifications as issued by the S.C. Fire Academy.

**Physical Demands**
*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*
Must be physically able to operate a variety of machines and equipment including a fire engine, vehicles, firefighting equipment, computer, basic office equipment, telephone/radio, etc. Must be able to exert moderate force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work, must be able to remain on feet for periods of time, withstand uncomfortable and/or dangerous physical conditions at fire scenes, and perform manual tasks. Must be able to pass annual Department physical examination.

**Unavoidable Hazards (Work Environment)**
*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*
Hazards encountered include the potential for:
- Burns, dehydration, and other effects of heat, smoke inhalation, heavy protective clothing, falling materials, or explosions.
- Exposure to toxic materials and chemical, biological, radiological, nuclear, and explosive agents.
- Physical injury and sensory damage from firefighting activities and noise levels.
- Dealing with victims in varying stages of fright, panic, and injury.
- Operating or riding on various vehicles and/or equipment under adverse conditions or flying in aircraft to reach crash sites or fires in outlying areas.

**Special Certifications and Licenses**
- Valid South Carolina Driver’s License
- Maintain certifications as issued by the S.C. Fire Academy
- Any other certification required by the department

**Americans with Disabilities Act Compliance**
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DEPUTY FIRE CHIEF
The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City’s needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.