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|  | Deputy Chief of Operations and Training Position Description | | |
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| Reviewed: | Chief David F. Emanuel | Approved By: | Chief David F. Emanuel |

1. PURPOSE:

1.1 This position description is established by the Durham Fire Department to outline the basic requirements, duties, and general responsibilities of the deputy chief of operations position.

2. POSITION SUMMARY:

2.1 Under the supervision of the fire chief, this position is third-in-command of the fire department and responsible for overseeing the operations of the department. The deputy chief of operations is required to respond to emergency calls as necessary to effectively command and control the operational goals of the department. The deputy chief may perform the duties of the acting fire chief in the absence of the fire chief and assistant chief.

2.2 The primary function of the deputy chief of operations is to perform administrative, operational, technical, and supervisory work functions in daily operations including, but not limited to, fire suppression, EMS, and maintaining shift staffing level, and direct training activities within the Durham Fire Department. Responsibility extends to appraisal of facilities, equipment, and personnel to ensure a constant state of readiness.

2.3 The secondary function of the deputy chief of operations is to assist the fire marshal with inspections and community risk reduction efforts, as needed.

2.4 The employee is empowered to act within the spirit of the department’s overall mission in the absence of a superior officer.

3. DUTIES AND RESPONSIBILITIES:

3.1 Oversee fire department operations and ensure daily operational readiness:

- 3.1.1 Manage the operations of the fire and EMS delivery system.
- 3.1.2 Respond in a timely fashion when called back to duty, if available.
- 3.1.3 Assist with fire station facility maintenance and management.
- 3.1.4 Direct oversight of company officers.
- 3.1.5 Oversee evaluation process, recommend personnel for promotion, discipline, or termination for all employees under their direct command.
- 3.1.6 Direct oversight of call company.

3.1.7 Work closely with the assistant chief in managing a pre-incident analysis program of target hazards within the community.

3.1.8 Support administrative staff and fire marshal with planning, coordinating, and executing public events, community education, and outreach programs.

3.1.9 Assist the fire marshal as needed with occupancy permits and conduct on-site inspections of residential, commercial, and industrial facilities to ensure compliance with applicable codes and ordinances.

3.2 Department training strategy duties:

3.2.1 Plan, develop, and implement comprehensive training programs and curriculum.

3.2.2 Acquire training resources and assets within established timelines and budget constraints.

3.2.3 Oversee and evaluate training for onboarding of new personnel.

3.2.4 Work closely with the assistant chief to evaluate training needs and budgets to meet the goals and objectives of the fire department and personnel career development.

3.2.5 Manage department training requests and the approval process.

3.2.6 Research, analyze, and synthesize data.

3.2.7 Prepare monthly, quarterly, and annual reports and recommendations.

3.3 Senior management administrative duties:

3.3.1 Serve as a member of the executive leadership team providing strategic and essential support to the fire chief.

3.3.2 Participate in budget preparation and administration for the department and prepare cost estimates for budget recommendations.

3.3.3 Participate in team management meetings to ensure the department fulfills its mission.

3.3.4 Participate in development and implementation of policies, rules and regulations, and standard operating guidelines (SOG's).

3.3.5 Participate in seminars, conferences, and training courses to keep abreast of technological advancements in firefighting, emergency medical services and rescue activities as required.

3.3.6 Represent, on occasion, the department at meetings and public gatherings.

3.3.7 Prepare written reports and documents in a concise, clear, and effective manner.

3.3.8 Perform other related duties as required.

4. QUALIFICATIONS:

4.1 General:

4.1.1 Demonstrate ability to communicate effectively both orally and in writing at the college level.

4.1.2 Knowledge of:

4.1.2.1 Applicable Laws and Regulations

4.1.2.2 Collective Bargaining Agreement

4.1.2.3 Electronic Computer Software

4.1.2.4 Strategy and Tactics

4.1.2.5 Fire and Emergency Medical Needs

4.1.2.6 Management practices, team building, problem-solving, and conflict resolution at the organizational level

4.1.2.7 Dynamics of local government and the community

4.2 Examination:

4.2.1 Must successfully complete and pass all written, practical, and oral assessments prescribed by the Durham Fire Department and hiring requirements for the State of New Hampshire.

4.3 Experience:

4.3.1 Must have a minimum of three (3) years' experience as a full-time firefighter/EMT or equivalent.

4.3.2 Experience as a chief officer, company officer, training officer preferred.

4.3.3 Experience building and maintaining effective working relationships with internal and external partners.

4.4 Education:

4.4.1 Hold a bachelor's degree or equivalent experience.

4.4.2 Completion of the Executive Fire Officer Program at the National Fire Academy and/or credentialed through the Commission on Professional Credentialing (or equivalent) preferred.

4.5 Residency Requirement:

4.5.1 Preferred residency within twenty (20) miles or thirty (30) minutes from Durham within six (6) months of appointment.

4.6 Certificate or Licenses:

4.6.1 Possession of a valid commercial driver's license

4.6.2 New Hampshire Certified Fire Officer II

4.6.3 Nationally Registered Emergency Medical Technician

5. PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER CONSIDERATIONS:

5.1 Strength and Mobility. Requires mobility to move to and from various points within the department facilities and within an outdoor environment. Must possess the ability to lift items more than one hundred (100) pounds occasionally and up to fifty (50) pounds frequently.

5.2 Mental. Must be capable of functioning in a work environment with a high level of mental stress and pressure.

5.3 Other Considerations:

5.3.1 This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.

5.3.2 Will be required to work in all weather conditions and in extreme temperatures below zero degrees (0 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.

5.3.3 Work may be performed under dangerous, hazardous, and adverse conditions, including, but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.

5.3.4 Work may result in exposure to contaminated environments, including, but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mist, and dust.

5.3.5 Work may result in exposure to blood-borne pathogens, infectious diseases, and illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, COVID-19, etc.

5.3.6 Work may result in exposure to high noise levels requiring the wearing of hearing protection.

5.3.7 This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

5.3.8 This position will involve periods of high physical, mental and/or emotional stress.

5.3.9 Meet New Hampshire minimum standards for firefighter, and the physical ability to work while wearing protective equipment, including self-contained breathing apparatus.

5.3.10 Strenuous physical activity under extreme adverse conditions will be required frequently.