

DEPUTY FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Fire Chief serves as a senior leader within the Fire Department and acts as second-in-command to the Fire Chief. This position is responsible for assisting the administration, planning, coordination, and supervision of all Fire Department Operations including fire suppression, Code Enforcement, emergency medical services (EMS), training, prevention, and Emergency Management. The incumbent may act as the Fire Chief in his/her absence. Supervision is exercised over Assistant Fire Chiefs, Captains, Lieutenants, and Firefighters as assigned. Under supervision of the Fire Chief, this position assists in the planning, directing, budgeting and managing operations of the Fire Department. A Deputy Fire Chief does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in managing day-to-day operations of fire suppression, emergency medical services (EMS), and rescue activities;
- Ensures adequate staffing, equipment readiness, and proper response to emergencies;
- Serves as Safety Officer at all department emergencies, or as Incident Commander at major incidents as needed;
- Establishes effective and efficient day-to-day operations of the Code Enforcement Division to confirm all departmental policies and procedures, as well as local, state and federal codes and ordinances, are followed;
- Participates in hiring, training (MTO), and disciplining personnel through education in conjunction with the Fire Chief;
- Promotes professional development and morale among staff;
- Sets day-to-day goals for on duty staff to complete;
- Oversees and develops training programs and drills to ensure readiness and compliance with New York State standards;
- Coordinates with County Coordinator and outside agencies for continuing education;
- Ensures compliance with NFPA standards, OSHA regulations and City Human Resources;
- Develops and implements with the Fire Chief SOP and SOG through the LEXIPOL program;
- Supports fire prevention, Inspection and Fire Investigation activities;
- In the absence of the Fire Chief, the Deputy Fire Chief will represent the department at meetings, public events, etc.;
- Acts as a liaison to mutual aid departments, Local government, and community organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern firefighting, EMS, rescue practices and fire prevention principles, methods and equipment; thorough knowledge of the city's building code and fire prevention laws and ordinances; thorough knowledge of the geography, building conditions and major fire hazards of the city; thorough knowledge of safety precautions used in firefighting, including modern first aid and rescue equipment; good knowledge of modern principles of fire department administration; demonstrated ability to plan, coordinate and direct firefighting and fire prevention activities; good knowledge of budgeting and resource management; ability to develop and maintain cooperative relations with the public; initiative;

strong leadership, decision-making and leadership skills; resourcefulness; sound judgment in emergencies; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- 1) Three (3) years of satisfactory permanent competitive class service as a Fire Captain or Assistant Fire Chief; or
- 2) Five (5) years of satisfactory permanent competitive class service as a Fire Lieutenant; or
- 3) An equivalent of 1) and 2) above.

AND

- 1) Possess National Certification as a Fire Officer 2, pursuant to National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications; and
- 2) Maintain fitness standards in compliance with OSHA 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1910.156 Fire Brigade Standard and any established by the Authority Having Jurisdiction (AHJ).

SPECIAL REQUIREMENTS: Candidates must meet the following requirements to be eligible for appointment:

1. Must possess certification as an Emergency Medical Technician (EMT) issued by the NYS Health Department in accordance with Part 800, Chapter VI of the State Emergency Medical Services Code.
2. Must possess and maintain the appropriate level Motor Vehicle Operator's license.
3. Must receive Certification as a Fire Officer 3 within one (1) year of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 9/5/25