



# City of Tempe

## DEPUTY FIRE CHIEF

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	497 / 495	<i>Department:</i>	Fire
<i>Supervision Level:</i>	Manager	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Assistant Fire Chief
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general direction from an Assistant Fire Chief or from the Fire Chief.
Exercises direct supervision over assigned sworn, civilian, and technical staff as appropriate.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years as a Fire Captain with the Tempe Fire Medical Rescue Department or two (2) years at rank(s) above Fire Captain with an organization currently participating in a Public Safety Personnel Retirement System (PSPRS) position and in the Central Arizona Automatic Aid Consortium.
<i>Education:</i>	<ul style="list-style-type: none"> <li>Equivalent to an associate degree in Fire Science or degree directly related to the core functions of this position.</li> <li>Bachelor’s degree in Fire Science, Management, Public Administration or degree related to the core functions of this position is preferred.</li> </ul>
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>Possession of a valid driver’s license.</li> <li>Possession of an Emergency Medical Care Technician (EMCT) Certificate.</li> <li>Possession of, or required to obtain within (1) one year of appointment, Incident Command System (ICS) 100, 200, 300, 400, 700 and 800 .</li> <li>Possession of a Hazardous Materials First Responder or Hazardous Materials Technician Certificate.</li> </ul>
<i>Additional</i>	<ul style="list-style-type: none"> <li>Must pass police background examination.</li> <li>Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).</li> </ul>

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's and department's stated mission and values. To perform a wide variety of administrative and managerial duties for the Tempe Fire Medical Rescue Department (TFMRD); to supervise and serve as Shift Commander in directing the response, readiness and activities of multiple fire battalions. Also responsible to provide comprehensive program management activities in the development, implementation, and management of programs for divisions and sections of the department. Exercise positive leadership and management support in dealing with people, programs, and services. Provide highly responsible and complex management level support to the Fire Chief as a member of the department's management team.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Serve as a Shift Commander managing, directing and organizing assigned personnel; supervise and coordinate emergency service response, including fire suppression, Emergency Medical Services (EMS) and special operations response.
- Command firefighting activities in response to fire incidents; decide on the methods of dealing with a wide variety of emergency situations.
- Respond to emergency incidents, don proper Personal Protective Equipment (PPE), self-contained breathing apparatus (SCBA) and operate in an Immediately Dangerous to Life or Health (IDLH) environment.
- Serve as the Senior Advisor on major emergency incidents; provide guidance and expertise in emergency response and command procedures to the incident command team.
- Serve as a Section Chief in areas such as special operations, medical services, support services, training and other related programs; recommend goals and objectives; assist in the development, implementation and enforcement of policies and procedures.
- Represent the department and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Supervise and coordinate Battalion Chiefs and other assigned personnel on a shift; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare and review forms, reports, schedules, recommendations and other administrative records related to fire suppression, training or other special programs as assigned.
- Continuously review employee performance, provide feedback, and document through a performance review system and/or development program. Provide pro-active performance planning utilizing performance management tools.
- Participate in recommending the appointment of personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Manage budget for assigned area of responsibility; assist in budget implementation; participate in the forecast of resources needed for staffing, equipment, materials and supplies; administer the approved budget.
- Prepare special research reports and develop programs as assigned.

- Prepare, direct and coordinate training programs; review and assess training needs and available programs; oversee and coordinate the attendance of Departmental staff at training programs and seminars; research policies and procedures related to training activities.
- Conduct periodic familiarization inspections of the City to insure continued knowledge of structural conditions and associated fire protection considerations.
- Respond to the most complex, sensitive and/or confidential citizen complaints and requests for information.
- Assist in managing fire and life safety code compliance.
- Perform other related duties as assigned.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective Date November 15, 1988*  
*Revised November 1995*  
*Revised June 2003 (Range Changed)*  
*Revised June 2005*  
*Revised August 2004 (Range adjustment)*  
*Revised May 2008 (title change)*  
*Revised June 2009 (job duties/minimum qualifications)*  
*Revised March 2010 (job duties revision)*  
*Revised June 2013 (added new job codes for 40 hr, 56 hr, and 48 hr)*  
*Revised March 2014 (Essential Functions correction)*  
*Revised January 2018 (update min quals)*  
*Revised May 2024 (add'l requirements "Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE)")*  
*Revised December 2024 (job duties/minimum qualifications)*