



DEPARTMENT OF

FIRE

Deputy Fire Chief

Salary: \$84,589 - \$89,767

Type: Full Time

Benefits: Full Range of Benefits

Date Posted: 12/26/2024

About Fire

The Salisbury Fire Department strives to ensure the health, safety, and well-being of our community by providing prevention and mitigation of fire and life safety hazards in an effective and efficient manner. Our Core Values are honesty, integrity, teamwork, and a commitment to excellence, knowledge, creativity, respect, and a balanced life.

Profile

The City of Salisbury Fire Department is seeking to hire a qualified individual for the position of Deputy Fire Chief. Under the general supervision of the Fire Chief, the Deputy Chief performs responsible management, technical and administrative work to assist in the strategic planning, organizing, managing, directing, controlling, and coordination of activities, personnel, resources and operations of the Fire Department; along with other duties as assigned. The Deputy Fire Chief is a key member of the Executive Leadership team and is expected to serve in a professional, executive-level role. The Salisbury Fire Department is a progressive, busy, urban fire department that provides Fire & EMS services to over 63,000 residents; responding to over 16,000 calls for service annually. The department operates out of three stations and covers approximately 50 square miles. Currently, the department staffs two engines, one ladder truck, four ambulances, and Duty Chief.

Preferred Education

Successful completion of the National Fire Academy's Executive Fire Officer (EFO) Program and/or Chief Fire Officer (CFO) credentialing through the Center for Public Safety Excellence.

Preferred Experience

Twelve years of progressive leadership experience in the Salisbury Fire Department or a similar sized organization, with at least two (2) years of experience at the rank of Assistant or Battalion Fire Chief; or higher.

Requirements/Certifications

Bachelor's Degree or one-hundred and twenty (120) college credits from an accredited college or university. Fire Officer IV, EMTB or NRP licensure, Haz-Mat Operations & a valid driver's license.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Deputy Fire Chief of Administration

Grade: 8 (FPP)

Department: Fire

FLSA Status: E

Date: 10/9/24

Position Profile: Under the general supervision of the Fire Chief, performs responsible management, technical and administrative work to assist in the strategic planning, organizing, managing, directing, controlling, and coordination of the activities, personnel, resources and operations of Fire Department; performs other duties as assigned.

Duties and Responsibilities

Administration/Department Administration

- Provides strategic planning, organization, and direction of activities and personnel, and serves as chief administrator of the department in the absence of the Fire Chief as directed.
- Assists in developing and implementing departmental policies, rules, regulations and general orders.
- Supervises and evaluates the performance of assigned staff, reviews and recommends hiring and promotions to the Fire Chief, and make staffing assignments as needed.
- Oversees the Administrative Sections of the department such as including Training, Logistics, and the Community Risk Reduction Branch Program, which includes SWIFT and the Fire Marshal's Office.
- Maintains and monitors all contracts related to the Administrative Division of the department.
- Represents the department during the collective bargaining process and maintains oversees personnel matters relating to compliance with current agreements and pertinent state and federal laws.
- Evaluates equipment and apparatus to determine the need for and type of additional equipment, researches available equipment and makes recommendations for upgrades or replacements, and oversees disposal of obsolete or outdated equipment.

Skill Proficiency/Strategic Planning

- Participates in developing long and short-range plans, goals and objectives for the department, and assess progress and performance in achieving established goals.
- Responsible for maintaining a safe work environment in routine and emergency situations for all personnel under their command by adhering to all applicable SOPs, directives, laws, statutes and standards.
- Knowledge of the principles of personnel management and employment law with an ability to apply them within a fire department union environment.
- Ability to deal with collective bargaining negotiations, grievances and arbitration processes and build consensus in a union environment.

Leadership/Team Leader

- Responds to major emergency incidents and assumes or delegates command as situation dictates.

- In the absence of the Deputy Chief of Operations, acts as the Emergency Operations Center Incident Commander as directed by the Fire Chief, Mayor or City Administrator.
- As needed, conducts meetings and provides general direction to subordinate command level officers as directed.

Stewardship/Financial

- Responds to public inquiries in a courteous manner; provide information within the area of assignment or as directed following department SOPs and SOGs.
- Communicates with City officials, community leaders and outside agencies to resolve problems, coordinate activities, exchange information, and respond to questions and resolve complaints regarding department operations and services.
- Assists in preparing and administering the annual Fire Department budget, authorizes expenditures according to department guidelines, and ensures compliance with established fiscal policies of the City.
- Analyzes, reviews and supervises the preparation of comprehensive reports and records related to personnel, property and operations of the department.
- Writes complex and detailed operational procedures such response policies, and administrative directives.
- Responsible for daily, monthly, and other periodic reporting. Required to be on-call after normal duty hours and respond to major emergencies as assigned.

Development/Leadership Development

- Incumbents may be required to work extended hours including evenings, weekends and holidays.
- Attends and participates in a variety of meetings, boards and committees, and provides information to civic groups regarding departmental functions and activities.
- May act as the Fire Chief in their absence.
- Attends and participates in assigned meetings, workgroups, boards and committees, and provides information to civic groups regarding departmental functions and activities.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Hazards & Risks

- Incumbents may be subjected to communicable diseases, blood borne pathogens or other infectious environments.

Education and Experience

- All the requirements for the position of Assistant Fire Chief with the Salisbury Fire Department.
- Bachelor's degree or one-hundred and twenty (120) credits from an accredited college or university with major course work in fire science, public or business administration, or a related

- field (career requirement).
- Two (2) years of continuous service at the rank of Assistant Fire Chief in the Salisbury Fire Department (career requirement).
- Twelve (12) years of continuous service with the Salisbury Fire Department.

Required Certifications, Licenses, & Registrations

- All the educational requirements for the position of Assistant Fire Chief with the Salisbury Fire Department.
- Fire Officer IV Certification.
- Emergency Medical Technician or Nationally Registered Paramedic (Note: A person promoted to this class shall be required to maintain an EMS certification).
- Successful completion of the National Fire Academy's Executive Fire Officer Program (Preferred).

Knowledge, Skills, & Abilities

- Knowledge of modern firefighting and rescue principles, practices, techniques, procedures, and the physical ability to participate in same.
- Ability to effectively and positively direct, motivate and evaluate the performance of both career and volunteer personnel.
- Knowledge of laws and ordinances related to fire prevention, public safety, and arson investigation.
- Knowledge relating to the development and implementation of the National Incident Management System (NIMS).
- Skill in analyzing fire, rescue, hazardous materials, and emergency medical situations and developing an appropriate Incident Action Plan (IAP) towards providing an effective course of action for mitigation at the multi-unit level.
- Ability to implement an effective incident management system at the scene of emergencies including the development of strategies and the ability to command multiple units and agencies.
- Knowledge of equipment and appliances used in the performance of the duties and the locations of and the types of fire and rescue equipment available for the handling of any types of emergency calls.
- Knowledge of the types of training necessary to achieve proficiency for assigned personnel within the division.
- Thorough knowledge of the fire administration and supervisory methods; ability to understand and follow oral and written directions as well as the ability to administer the same.
- Demonstrated ability to work from general direction, guidelines, and conceptual ideas;
- Ability to write special reports and make both oral and written presentations to department personnel and community groups.
- Ability to physically participate in fire suppression and emergency activities as needed;
- Ability to appropriately delegate assignments and authority.
- Possession of management skills to analyze programs, policies and operational needs;
- Ability to properly interpret and make decisions in accordance with laws, regulations, policies, and procedures.
- Knowledge of the City of Salisbury Fire Department Standard Operating Procedures and Policies and the City of Salisbury Employee Handbook.

Physical Requirements

- Must be able to safely perform the duties of the position without posing a threat to the safety or health of themselves or others.

- All candidates and incumbents are required to successfully pass a pre-employment/membership and an annual or bi-annual comprehensive medical evaluation including respiratory fitness as well as the medical fitness standards as specified in NFPA 1582.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine.
- Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
- Able to work in an outdoor environment subject to extremes in temperature; inclement weather and exposure to dust, fumes, and loud noises intensity.
- Ability to wear and use Self-Contained Breathing Apparatus (SCBA).
- Maintain physical activity over prolonged periods of time, including attacking a fire, walking, stooping, kneeling in awkward positions; and moving and lifting heavy objects exhibiting physical strength, endurance and agility.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.