



Deputy Fire Chief-Operations

Salisbury Fire Department

SALARY	TYPE	SCHEDULE	DATE POSTED	BENEFITS
\$113,775-\$124,365	Fulltime	M-F 8a-4p 42hrs/wk	9/30/2026	Full benefits

DEPARTMENT PROFILE

The Salisbury Fire Department's mission statement is to protect lives and property, while strengthening the community through professionalism, courage and compassion. Our core values are innovation, accountability, integrity, altruistic, community driven, and a balanced life.

POSITION PROFILE

Under the general supervision of the Fire Chief, the Deputy 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 the Fire Department; performs other duties as assigned.

EDUCATION/EXPERIENCE

- 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.
- Three (3) years of continuous service as a Chief Fire Officer in a similar sized or larger, combination or career fire department.
- Ten (10) years of progressively responsible work in a similar sized or larger, combination or career fire department.

REQUIREMENTS / CERTIFICATIONS

- Fire Officer IV Certification required.
- Emergency Medical Technician or Nationally Registered Paramedic. Must obtain Maryland EMS licensure within 90 days of employment.
- Successful completion of the National Fire Academy's Executive Fire Officer Program is preferred.
- Professional designation as a Chief Fire Officer (CFO) through the Center for Public Safety Excellence is preferred.

HOW TO APPLY

1. Visit Salisbury.md/apply
2. Submit City Application, Cover Letter, and Resume

The City of Salisbury is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Capital of the Eastern Shore



City of Salisbury, MD

Classification Description

Classification Title: Deputy Fire Chief of Operations

Grade: 8 (FPP)

Department: Fire

FLSA Status: E

Date: 9/21/2026

Position Profile: Under the general supervision of the Fire Chief, the Deputy 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 the Fire Department; performs other duties as assigned.

Duties and Responsibilities

Administration/Department Administration: Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects.

- 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 and Deputy Fire Chief of Administration, or 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 makes staffing assignments as needed.
- Evaluates equipment and apparatus to determine the need for and type of additional equipment, research available equipment and makes recommendations for upgrades or replacements and oversees disposal of obsolete or outdated equipment.

Skill Proficiency/Strategic Planning: Develops and shepherds comprehensive short- and long-term plans.

- Participates in developing long and short-range plans, goals and objectives for the department, and assesses 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.

Leadership/Team Leader: Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability

- Responds to major emergency incidents and assumes or delegates command as the situation dictates.
- Coordinates City emergency/disaster team planning process and ensures the City emergency/disaster plan is current including provisions for coordinating with regional emergency teams.
- 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.

Stewardship/Financial: Prepares and manages capital and operating budgets within established guidelines.

- Responds to public inquiries in a courteous manner; provides 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 as 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: Provide opportunities to engage in leadership development and learn about career advancement.

- 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.

Education and Experience

- 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.
- Three (3) years of continuous service as a Chief Fire Officer in a similar sized or larger,

combination or career fire department.

- Ten (10) years of progressively responsible work in a similar sized or larger, combination or career fire department.

Certificates, Licenses, Registrations, and Skills

- Fire Officer IV Certification required
- Emergency Medical Technician or Nationally Registered Paramedic. Must obtain Maryland EMS licensure within 90 days of employment.
- Successful completion of the National Fire Academy's Executive Fire Officer Program is preferred.
- Professional designation as a Chief Fire Officer (CFO) through the Center for Public Safety Excellence is 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 1580/1582.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using 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).
- Incumbents may be subjected to communicable diseases, blood borne pathogens or other infectious environments.
- 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.