

Internal

**CITY OF NEW LONDON
CONNECTICUT**

RECRUITING ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

Position title: DEPUTY FIRE CHIEF

Salary: Unaffiliated salary range: \$100,000.

General Description of Job:

Highly responsible administrative and managerial position which serves as the Department's Operational Officer, planning and supervising the day-to-day activities of all personnel in the Firefighting and Ambulance Divisions. Responsible for the development and administration of all training programs for the Department. Assists with planning, organizing, budgets, and staffing. Serves as Fire Chief in his absence. Works under the general direction and/or specific assignment of the Fire Chief.

Minimum Qualifications:

Bachelor Degree in Fire Technology and Administration plus ten (10) years of progressively responsible Fire Department management experience or an Associate Degree in Fire Technology and Administration plus fifteen (15) years progressive experience. EMT Certification. Experience must include extensive Firefighter/EMT service, at least five (5) years as a Company Officer and considerable experience as a Command Officer; or an equivalent combination of education and experience sufficient to yield the required knowledge, skills and abilities.

Special Requirements:

Within 2 years must possess State of Connecticut Fire Academy or equivalent Certifications: Fire Service Instructor; NIMS ICS 400, Health and Safety Officer; Incident Safety Officer. State of Connecticut Deputy Fire Marshall Certification.

Examination *:

Training and Experience
Evaluation

(Weighted 100%)

* *Each* portion of the examination process *must* receive a passing score of 70% or more in order to proceed to the next phase of the examination process. The City reserves the right to limit the number of applicants invited to participate in the final interview.

Employment Benefits:

Liberal fringe benefits – Anthem Blue Cross medical, Cigna Dental, CVS Caremark prescription drug, Life Insurance, Sick Leave, Vacation and Holidays, and Worker's Compensation.

How to Obtain Information:

Apply to the Personnel Office, 13 Masonic Street, New London, CT 06320. Applications may be dropped off, mailed or emailed to Jobs@newlondonct.org. Closing date is October 29, 2021 at 3:00 p.m., EOE MFH

The application must be submitted before **October 29, 2021 at 3:00 P.M.**

FLSA: exempt
Grade: 23
Location: Fire Department
Approved by Personnel Board: 8/16/2021
Concurred Union: n/a
Hours: Salaried

DEPUTY FIRE CHIEF

GENERAL STATEMENT OF DUTIES:

Highly responsible administrative and managerial position which serves as the Department's Operational and Training/Safety Officer, planning and supervising the day-to-day activities of all personnel in the Firefighting and Ambulance Divisions. Responsible for the development and administration of all training programs for the Department. Serves as Fire Chief in his absence.

Works under the general direction and/or specific assignment of the Fire Chief.

ESSENTIAL FUNCTIONS:

The Deputy Chief is a responsible participant in all aspects of Fire Department planning, organizing, budget development and staffing working closely with the Fire Chief to review and/or develop plans, policies and departmental objectives. Maintains, develops and implements Fire Department standard operating procedures. Completes unique, specialized or specific assignments as assigned by the Fire Chief

Position serves as a highly-visible department leader, who commands, manages and controls departmental needs while promoting teamwork throughout. Consistently strives to establish and maintain an environment in which individuals, working together in groups, efficiently accomplish selected goals and objectives.

Participates in pre-fire planning, disaster planning and hazardous material issues.

Responsible for visiting each Fire Station monthly to inspect equipment, apparatus and station conditions. Responsible for the accuracy of all Fire Department inventories and for scheduling the maintenance and repair of all Fire Department apparatus and equipment, for annual testing of equipment as required, and for annual OSHA testing of personnel as required. Prepares reports as needed.

The Deputy Chief is directly responsible for the operations of the Fire Department or at the scene of any emergency in the absence of the Fire Chief. Relieves Battalion Chief or other officer in charge upon arrival at an emergency and directs all emergency operations until relieved of command by a superior officer. Serves as the Safety Officer at fires, hazardous materials, mass casualty, technical rescue, and confined space emergencies.

Position is responsible for developing, directing and supervising all departmental training programs. Monitors required training and ensures appropriateness and effectiveness of training sessions. Plans and assigns training programs to all Battalion Chiefs and Lieutenants, conducting sessions when required. Ensures appropriate tracking and preparation of required reports.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of fire service management and administration coupled with a thorough knowledge of fire training practices and techniques.

Thorough knowledge of fire prevention methods with a working knowledge of City ordinances relating to fire prevention;

Thorough knowledge of the principles and practices of fire-fighting and of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department, with a mechanical aptitude for tools, equipment and vehicles.

Thorough knowledge of the rules and regulations in established Fire Departments with a working knowledge of the Municipal Labor Relations Act (MERA).

Skilled in designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected goals and objectives.

Skilled in the use of various office, personal and vehicle computers and formats relating to firefighting work, as well as in the Microsoft office suite.

Considerable ability to lead, command and promote teamwork in subordinate officers and other personnel and to direct the work of subordinates in emergency and non-emergency situations while reacting quickly and calmly in emergencies.

Ability to regularly multitask and to plan, supervise, coordinate and evaluate the work of others.

Ability to conceptualize issues, obtaining a quick and thorough understanding of the elements of a situation and the ability to resolve issues and solve problems.

Ability to effectively and cooperatively work with all internal and external organizations, City departments, community organizations, agencies and contractors, personnel and the general public.

Ability to physically perform all functions of a Firefighter and to operate a motor vehicle in the State of CT.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Fire Technology and Administration plus ten (10) years of progressively responsible Fire Department management experience or an Associate Degree in Fire Technology and Administration plus fifteen (15) years progressive experience. EMT Certification. Experience must include extensive Firefighter/EMT service, at least five (5) years as a Company Officer and considerable experience as a Command Officer; or an equivalent combination of education and experience sufficient to yield the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

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