St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-02 Deputy Fire Chief

Document Type: Job Descriptions

Status:
Issued By: Director/Chief SJRFD

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Section: 02 Department Job Descriptions
Title: 02 Deputy Fire Chief

Purpose

To outline the duties and responsibilities of the position of Deputy Fire Chief.

Background

This replaces POG # 01-02-02, "Deputy Chief of Operations", dated 2010/02/02.

Procedure

DEPUTY FIRE CHIEF

Responsibilities:

Reporting to the Fire Chief (Director), this position is responsible for the efficient and effective development, implementation, training and monitoring of all programs relating to fire suppression, rescue and emergency medical operations of the St. John's Regional Fire Department. The incumbent shall provide stand-by duty for emergency calls during normal working hours as required by the magnitude of the emergency as dictated by SJRFD response protocols, or at the request of the Fire Chief (Director).

Duties:

a. Plans, directs, coordinates and supervises all fire suppression, rescue and emergency

medical operations of the St. John's Regional Fire Department.

b. Assumes command of all Officers and members of the St. John's Regional Fire Department upon arrival at emergencies and when required, directs the proper means of fire extinguishment, protection of life and property, preservation of evidence at scenes and is responsible for the observation of laws.

c. Develops and maintains platoon complements to ensure that specialty teams and operational requirements are balanced.

d. Ensures that any/all acts, regulations, codes etc, which the SJRFD has adopted are adhered to in areas of his/her responsibility.

e. Assists in developing, implementing and monitoring short and long term strategies for the Department so that effective and consistent direction is provided.

f. Assists in developing, implementing and monitoring Departmental programs which are directed at providing and maintaining an acceptable/responsible level of service to the region.

g. Identifies training opportunities for all personnel under his/her authority and recommends such opportunities to the Fire Chief (Director) for consideration in the preparation of yearly budgets.

h. Develops, recommends and implements Policies and Operational Guidelines (POGs) for all areas under his/her authority.

i. Participates in the collective bargaining process by providing recommendations on contractual labor issues and developing reports for union negotiations and acts as a member of the negotiating team as required by the Fire Chief (Director).

j. Assists in the preparation of pre-fire plans and other related plans for emergency situations.

k. Maintains a current knowledge of relevant legislation, SJRFD Policies/Guidelines, the Collective Agreement and any other applicable policies, procedures and/or standards.

l. Ensures that discipline and good order are maintained by all staff members under his/her authority.

m. Ensures recording of attendance, approves leaves, reports and recommends disciplinary measures for all personnel under his/her authority.

n. Represents the Department by serving on various committees, projects, studies, etc.

o. Assists in the preparation and monitoring of the annual departmental budget.

p. Other related duties as assigned by the Fire Chief (Director).

Approvals
Director/Chief of SJRFD

Approval Date
2015/09/16

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 01-02-02
Approved By:

Jerry F. Peach
Fire/Chief
(Director of Regional Fire & Emergency Services)

Sept 16/2015
Date

On Behalf of the City of St. John's Human Resources Department

Appendix/Appendicies
None