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## 1. Purpose and Scope

1.1 The position of Deputy Chief shall be used to provide overall executive management of the Mantua Township Fire Department in the absence of the District Chief. Duties include determining human service issues, performance appraisal, operational responsibilities and administrative duties as related to the Department operations. The position will report to the District Chief and will also be assigned to oversee various aspects of Department operations as assigned.


## 2. Term

2.1 The Deputy Chief shall be appointed by the Board of Fire Commissioners and shall serve a term of one year. The current sitting Deputy Chief may be re-appointed at the completion of his/her initial term. The re-appointment can be handled by any means set fit by the board of fire commissioners.

## 3. Duties

3.1 Key responsibilities include the following:


- Maintains timely communication with the District Chief regarding all Department matters.
- Supervising, regulating and managing the Department in the absence of the District Chief.
- Supervises the deployment of personnel during emergency assignments.
- Write memos and participates in developing policies, procedures and Standard Operating Guidelines (SOG's) to inform, instruct, or direct Department activities.
- Ensures compliance with all departmental, local, county, state and federal rules and regulations.
- Reviews all mutual aid plans and participation in task force assignments.
- Participates in department training programs to ensure compliance with applicable regulations and recommends training courses for department personnel.
- Enforces disciplinary actions equitably as per established guidelines.
- Refers personal problems of fire department personnel to proper resources for guidance/treatment.
- Prepares and/or reviews all reports (NFIRS, apparatus, drills, etc.) to initiate appropriate follow-up.
- Prepares and submits annual budget recommendations to the District Chief including information on equipment that requires capital expenditures for budget consideration.

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- Will be required to learn to utilize various types of electronic and/or information systems used by Department.
- Serve as the Program Administrator for the Bloodborne Pathogens Program. This position will also serve as the Infectious Control Officer.
- May be designated to attend the Board of Fire Commissioners meetings in the absence of the District Chief.


#### 4. Requirements

- 4.1 Graduation from high school, vocational high school, or possession of an approved high school equivalency certificate.
- 4.2 Seven (6) years of firefighting experience involving the extinguishing of fire  
Minimum of three (2) years experience as District Captain or Lieutenant.
- 4.3 In accordance with NJAC 5:73-1.6(b), 8 & (d), effective December 31<sup>st</sup>, 2007, applicants for this position must possess a valid Incident Management Level 3 certification issued by the New Jersey Division of Fire Safety, Department of Community Affairs.
- 4.4 Not less than 24 years of age at the effective date of the position. . However, applicants must have at least two years of experience in the Mantua Township Fire Department before being eligible for this position.
- 4.5 A driver's license valid in New Jersey is necessary to perform the essential duties of the position.
- 4.6 Knowledge, abilities and Job Performance Requirements as follows:
  - Current on technical issues, ideas and technology relating to the fire service.
  - Must be able to efficiently operate all equipment in the Mantua Township Fire District
  - Supervisory techniques that support effective individual and team performance in a variety of work situations.
  - Familiarity with all aspects of emergency services including fire suppression, prevention, Hazmat, rescue, confined space and various other special operations.
  - National Incident Management System (NIMS), including current legislation.
  - Procedures to establish line item budgets.
  - Fire behavior and characteristics (e.g., fire spread and growth -- radiation,

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convection and conduction; characteristics of burning material; effects of fire or water on utilities; characteristics of smoke -- color, intensity, volume, odor, etc.)

- Building construction (e.g., collapse potential and characteristics, the results of water weight and fire damage on walls, floors, roof, shelving, equipment, merchandise, etc., structure design, construction, and construction materials and their effect on fire behavior, safety considerations dealing with structure design, construction, and construction materials and their effect on fire, fire load, etc.)
- Ability to draw conclusions from a body of facts.
- Flexible and ability to adapt to changing requirements.
- Interpret written reports (NFIRS, Division reports, etc.).
- Interview individuals to obtain accurate and complete information.
- Document activities, events in writing (e.g., Department report, journal).
- Evaluate incidents which might lead to discipline or additional training.
- Understand financial information (e.g., statements, reports, contractual agreements).
- Draft policy and procedure statements.
- Recognize subordinates' performance deficiencies.
- Prioritize activities and assignments.
- Recognize subordinates' performance capabilities.
- Ability to delegate.
- Set administrative goals for department.
- Provide constructive criticism in a positive manner.
- Match assignments with abilities of subordinates.
- Resolves disputes among subordinates, and between self and others.
- Prepare line-item budget.
- Recognize when a subordinate or co-worker is behaving in an unusual (atypical) manner.
- Set performance goals for subordinates.
- Respond in a sensitive manner to emotionally distraught individuals.
- Give oral orders, instructions and directions clearly and concisely.

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- Recognize hazardous or dangerous conditions, actions, or situations.
- Ability to formulate a plan of action in an emergency situation.
- Recognize the significance of the sensory cues on the fireground (e.g., smoke, flames, sounds, odors, etc.).
- Anticipate changing circumstances conditions and outcomes in an emergency situation.
- Ability to make command decisions quickly.
- Interact with citizens in a respectful manner.
- Utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.