



City of Shakopee **POSITION DESCRIPTION**

TITLE: Deputy Chief
DEPARTMENT: Fire
AREA: Training and EMS Operations
CLASSIFICATION:
REPORTS TO: Fire Chief
STATUS: Full-Time, Exempt
PAY GRADE: 210
LAST REVIEWED: 3.13.2024

SUMMARY

The Deputy Chief of Training and EMS Operations is an important command level leadership position. The position supervises, manages, and is responsible for all operations of the fire department related to training and EMS operations. The position is responsible for the implementation, management, and supervision of new firefighters. The position plans, coordinates and ensures quality delivery of all operational fire service training. In addition, the position performs the function of firefighter as defined by the State of Minnesota.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Deputy Chief of Training & EMS Operations will recruit, manage and supervise new firefighters.
- Establishes annual training plan for the department that fully meets all NFPA, ISO, NREMT and MBFTE training & recertification requirements.
- Prepare and/or deliver departmental training to all shifts. Prepares and provides resources for shift and captain's training.
- Provides quality control review of all EMS calls. Ensures documentation of all EMS variance use.
- Maintains effective working partnership, through regular meetings and communication, with Allina Health EMS leadership and the doctors involved with medical direction for the department.
- Presents the MBFTE reimbursement request on time and complete, annually.
- Provide oversight to all Shakopee Fire specialized response teams including the Dive Team and High Angle Rescue Team.
- Provides oversight and makes recommendations of equipment needs related to EMS, Training and Specialized Shakopee Fire Teams.
- Ability to take command of any emergency scene and direct staff using the Incident Command Structure.
- Maintains necessary records and reports.
- Respond to fire/rescue calls during shift as Deputy Chief of Training & EMS operations and available for call back on significant emergency calls as required.
- The position requires the ability to drive and operate all Shakopee Fire Equipment.
- Maintains the ability to wear an SCBA, fire turnout gear, and work in strenuous working environments including fire scenes in all weather conditions.
- Attends meetings, seminars and other events as a representative of the fire department. Attends meetings of the Fire Department as requested.
- Performs such other duties as are consistent with the tasks of the position and as may be assigned by the City.
- Attends mandatory Fire/EMS training as requested.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to plan and implement department wide programs and activities.
- Ability to communicate effectively both orally and verbally.
- Considerable knowledge of Fire Department principles and practices of modern Fire Department administration.

- Demonstrated leadership, innovation, and problem solving.
- Demonstrated supervisory experience.
- Ability to plan, schedule and manage multiple project and meet deadlines.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with other departmental staff.
- Daily contact with the public.
- Frequent interaction with other departments to provide support and assistance.
- Frequent interaction with outside agencies.

QUALIFICATIONS

Minimum Qualifications

- Associate degree in Fire Science or related field.
- Requires seven (7) years' experience as a firefighter, with a minimum of five (5) years' experience as a Captain or higher by time of hire.
- Must be nationally registered EMT and Firefighter II & Fire Instructor I certified by Minnesota Fire Service Certification Board or equivalent.
- Experience managing a fire training program.
- Must be able to communicate effectively in verbal and in written form.
- Must have excellent driving record and valid MN Driver's License.
- Must be able to pass annual firefighter medical physical, physical agility, and mask fitting as requested to be a certified firefighter with the Shakopee Fire Department.

Desired Qualifications

- Bachelor's degree in fire science, fire protection, public, or business administration from an accredited educational institution.
- High level of training/experience in hazardous materials, technical, and fire tactics rescue.
- ICS 300-400 certified.
- Emergency Manager certification
- Experience working with specialized response teams like a dive rescue team or high angle rescue.

WORKING CONDITIONS

- Non-skid floor surfaces and handles in ambulance and fire trucks
- Work in confined spaces
- Work in and around burning and smoke-filled structures
- Varied outside temperatures
- Work in unprotected heights
- Work around mechanical, chemical, and electrical hazards
- Work around noise
- Working around moving objects and people
- Vibration
- Hazardous waste
- Odors/toxic fumes
- Lung/skin irritants
- Wet/damp surfaces
- Slippery surfaces in garage after washing vehicles daily
- Garage heated but not air conditioned
- Infectious diseases, needles, body fluids, blood borne pathogens
- Uneven surfaces

PHYSICAL DEMANDS

The physical demands listed are representative of those that may be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable persons with disabilities to perform the essential functions.

- Excellent driving skills
- Step up into/on truck with a maximum height of 30"

- Reach up to the maximum of 88" and 36" deep
- Climb the back and on the top of the fire truck and balance self along a 15" span
- Climb several flights of stairs and 35' to 45' ladders
- Balance self while handling weighted equipment in a burning and smoke-filled structure
- Lift or carry equipment from floor to overhead
- Kneel/crouch balanced without support
- Crawl about on hands and knees with weight on your back
- Push/pull objects using total body movements (forces up to 18 pounds required for basic equipment)
- Walk long distances (over 100 yards at one time)
- Adequate grip strength with gloves to handle tools requiring torquing, pounding, and jerky motions with hands
- Walk around with 55 pounds weighted gear and a variety of weighted equipment or an injured person
- General mechanical ability/knowledge of engines
- Visual acuity to read gauges
- Auditory and comprehension skills to adequately hear and follow directions
- Quick reflexes to respond to unanticipated incidents
- Ability to multi-task
- Free from claustrophobia or a fear of heights or cramped quarters
- Perform maintenance of grounds which includes, but is not limited to, shoveling, snow blowing, and watering
- Ability to work under stress/pressure

The City of Shakopee is an Equal Opportunity Employer.