

**City of Dallas**  
**Classification Specification**

|                           |                          |                     |                 |
|---------------------------|--------------------------|---------------------|-----------------|
| <b>Title:</b>             | <b>Deputy Fire Chief</b> | <b>Class Code:</b>  | <b>24447</b>    |
| <b>Application:</b>       | <b>Single Incumbent</b>  | <b>Pay Grade:</b>   | <b>F7</b>       |
| <b>Supplemental/Code:</b> | <b>Executive/0</b>       | <b>Established:</b> | <b>10/01/94</b> |
| <b>FLSA Status:</b>       | <b>Exempt</b>            | <b>Revised:</b>     | <b>01/01/09</b> |

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**Position Purpose**

Manages emergency operations of the Dallas Fire Rescue Department by directing, coordinating and monitoring the activities of assigned emergency personnel to ensure that departmental policies, rules, regulations and procedures are enforced.

**Essential Functions**

1. Managers, coordinates and supervises emergency operations of the Dallas Fire and Rescue Department by directing, monitoring and coordinating the activities of emergency personnel to ensure that these operations are carried out effectively.
2. Assigns personnel to adequately cover all functional areas to ensure maximum utilization of staff to achieve maximum effectiveness.
3. Develops plans and procedures to accommodate internal and external changes that affect emergency operations to ensure departmental policies are maintained and goals met.
4. Monitors performance reports and investigates unusual occurrences to ensure that performance standards are met and maintained.
5. Maintains records and produces management reports to enable management to take appropriate administrative decisions.
6. Facilitates subordinates professional development through application and monitoring of training programs.
7. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work**

Thorough knowledge of the principles, practices and application of fire technology, fire and rescue operations, and emergency medical services.

Thorough knowledge of state and municipal laws, statues and ordinances pertaining to fire prevention and enforcement.

Thorough knowledge of departmental policies, rules and regulations and emergency response plans.

Knowledge of management and supervisory principles and practices.

Ability to communicate effectively orally and in writing both internally and externally at all employee levels.

Ability to use personal computer effectively to maintain simple programs.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

**Working Conditions and Hazards:**

Normal office conditions; accident and health hazards negligible.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.