

Sunsites-Pearce Fire District Policy, Procedures and Guidelines	Section #: 303.3.2		
	Section Title: Classification/ Job Description Plan		
Chapter 303: Classification, Pay Plan and Compensation	Effective Date: 1/17/23	Scheduled Review Date:	Revised Date: 12/16/25

**DEPUTY FIRE CHIEF
JOB DESCRIPTION**

Job Overview:

A Deputy Fire Chief is a senior-level position within a fire department, tasked with assisting the Fire Chief in the management and operational functions of the Fire District. This role requires a blend of leadership, technical skills, and administrative abilities, making it essential for overseeing emergency response, personnel management, and compliance with regulations. The Deputy Fire Chief is responsible for ensuring that the Fire District meets its objectives and maintains high standards of performance and safety. During any absences of the Fire Chief, in order to ensure efficient continuation of all administrative and operational procedures of the Department, the Deputy Fire Chief will assume the duties and responsibilities of the Fire Chief as described in Section 303.3 of the Policy, Procedures and Guidelines of Sunsites Pearce Fire District.

Distinguishing Features:

The Deputy Fire Chief is approved by the Fire District Governing Board. This employee receives general supervision from the Fire Chief and the Fire Board. Both entities will review work based on overall results achieved. The Deputy Fire Chief, will collaborate with the Fire Chief, to make decisions on issues relating to policy and planning and will assist with the supervision of the overall technical operations. The Deputy Fire Chief is eligible to participate in all benefits available under the Executive Benefit Plan. This class is FLSA exempt executive.

Deputy Fire Chief Responsibilities & Duties:

- Assist the Fire Chief in managing the overall operations of the fire department.
- Act with full authority of the Fire Chief during any absence of the Fire Chief
- Oversee training and development programs for fire personnel.
- Ensure compliance with local, state, and federal fire regulations.
- Coordinate emergency response activities during fire incidents.
- Develop and implement policies and procedures for the department.
- Supervise and evaluate the performance of subordinate staff.
- Manage department budgeting and financial planning.
- Serve as a public information officer during emergencies.
- Conduct inspections of fire stations and equipment for safety and efficiency.
- Lead community outreach and education programs.
- Participate in strategic planning and emergency preparedness initiatives.
- Provide leadership for department employees as set forth in Policies, Procedures and Guidelines
- Assist and support the Fire Chief in providing a vision for the Fire District and to plan for the successful implementation of that vision

Deputy Fire Chief Qualifications & Skills:

- Bachelor's degree in fire science, public administration, or a related field or equivalent experience.
- Completion of advanced fire training programs or certifications.
- Experience in a leadership role within the fire service.
- Proven track record in emergency management and response coordination.
- Strong knowledge of fire prevention, safety regulations, and operational protocol.
- Certifications as a Fire Officer or Fire Instructor.
- Minimum of ten years of experience in fire service, with progressive leadership roles.
- Possess and maintain required certifications and abilities including but not limited to:
 - Valid Arizona Driver's License
 - Current Arizona Emergency Medical Technician (EMT) certification.
 - Certifications as a Fire Officer or Fire Instructor.
 - NWCG Wildland Firefighter 2 certification.

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- Physical ability to perform any task included in the above certifications, or successfully complete any task tested during the certification process and including successful annual renewal of the Work Capacity test at the arduous rating.
- Or maintenance of any certification and ability that exceeds the above minimum requirements.

Required to:

- Live within the Fire District. This requirement may be modified or waved by vote of the Board on an individual basis.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change as deemed necessary.