

Position Title:	Assistant Chief/ Deputy Director	Grade Level:	VIII
Department	Jefferson County Emergency Services Agency	Date:	03/2026
Reports to:	Chief/ Director	FLSA Status	Exempt

Statement of Duties: Employee assists the JCESA Director/ Chief with the efficient operation of the Jefferson County Emergency Services Agency; provides administrative oversight and leadership of the Department. Employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Plan, organize, coordinate staff, direct, assign, manage and provide leadership to the Emergency Services Agency.
2. Assist with managing and planning the operations of the emergency medical personnel/fire fighters.
3. Direct and supervise field personnel in both emergency and non-emergency situations.
4. Plan, coordinate and review the work plan for assigned projects and responsibilities.
5. Participates in the selection, orientation, training and evaluation programs for personnel in the Agency; provide and/or coordinate staff training; identify and resolve staff deficiencies; fulfill discipline procedures; ensure team members are compliant with County’s policies and procedures and local, federal and state law.
6. Coordinates with other Public Safety Agencies in developing and implementing policies and procedures for related communication functions and operations.
7. Assure that staffing levels are maintained by assisting the Office of Human Resources with ongoing recruitment, interviewing and testing of applicants.

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8. Maintain a high level of team performance through evaluation and implementation programs to improve operational readiness.
9. Participate in a variety of team and committee activities within JCESA and other County agencies.
10. Attend public meetings.
11. Prepare reports, statistical summaries, and operational analysis.
12. Conduct site visits to ensure employees have the tools and knowledge to perform as expected, comply with all policies and procedures and needs of our volunteer partners are being met to the extent of the Agency's capabilities.
13. Answer complaints and inquiries concerning the activities of the agency and conduct personnel investigations, investigating complaints and recommend disciplinary actions.
14. Assume responsibilities of Chief/ Director in his/her absence.
15. Hold direct reports accountable for enforcing policies, guidelines, rules, laws, regulations, and best practices.
16. Prepare and maintain, or oversee, the work schedule for all field staff.
17. Coordinate the annual employee Medical Physical Examination program.
18. Coordinate the employee uniform program, including the purchasing and distribution of all Agency provided items to employees.
19. Maintain a list of employees who are cleared to operate heavy fire apparatus, as authorized by the respective fire chief, by station and apparatus name/designation.
20. Coordinate incident response in complex situations.
21. In times when the immediate need exceeds all available resources, the Operations Commander may be needed to function as a Firefighter / EMS Provider. Develop and/or execute Incident Action Plans (IAPs) for long-term single incidents or situations.
22. Assist the Director in identifying capital needs and research recommend the most efficient method to satisfy those needs in current or future budget years.
23. Continuously review the Agency's Operating Guidelines and prepare updates for approval by the Chief/ Director.

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24. Must be available to work evenings, weekends, and holidays and for call back when needed, and travel as required for duties or training.

On-going Training: The following training requirements must be maintained throughout employment in this position. Failure to do so will result in disciplinary action up to and including termination at the discretion of the Director.

- All ongoing training requirements required for the appointee's level of certification

The employee is responsible for ensuring current documentation of these requirements is included in their reporting accounts and notifying the Education & Compliance Officer if documentation they have submitted is not visible.

Knowledge, Abilities and Skill

- **Knowledge:** Fireground operations and the principles of fire administration and the ability to apply these principles effectively. ICS, NIMS, NFPA standards, and risk-management principles. Budget development, capital planning, procurement processes, and resource allocation. Personnel management, labor relations, training program development, and performance evaluation. Emergency management, disaster preparedness, and interagency coordination. Data analysis for incident trends, staffing models, and community risk reduction.
- **Abilities:** Make rapid, risk-informed decisions on emergency scenes. Supervise and mentor officers, while supporting a positive organizational culture. Collaborate with county officials, union leaders, and partner agencies to advance department priorities. Analyze operational and administrative data to improve service delivery. Manage multiple projects, deadlines, and competing priorities with minimal oversight.
- **Skills:** Leading multi-company operations under high-stress conditions using ICS best practices. Developing and managing budgets, including forecasting, and grant familiarization. Conducting investigations, after-action reviews, and quality-improvement initiatives. Building and implementing department-wide SOPs/SOGs. Presenting complex information clearly to county leadership, community groups, volunteer and career employees.

Education: Intensive knowledge of a specialized field (e.g., civil engineering, public health, library science, specific trade) as well as general knowledge of related fields; or broad knowledge of major County function activities. Equivalent to a college or university education. Equivalent to a Master Craftsman knowledge level in trades or crafts. (3rd degree)

Experience: More than five years, up to and including seven years. (4th degree)

Accountability: Duties involve primary responsibility for *entire operation of the County*. Consequences of errors, missed deadlines or poor Judgment could have far reaching effects on the County's ability to deliver services and the public's confidence. (7th degree)

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Judgement: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices. (*4th degree*)

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an *administrative field*. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements. (*4th degree*)

Supervision Required: Under *general direction*, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. (*3rd degree*)

Nature and purpose of contacts: Contacts are constantly *with co-workers, the public, groups and/or individuals* such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a *spokesperson or recognized authority of the organization* in matters of substance or considerable importance. The employee on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation. (*3rd degree*)

Work Environment: Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, such as those listed above or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the *employee's personal well-being and/or safety may be compromised* such as Fire and Police personnel. (*4th degree*)

Physical Demands: Work requires *moderate intermittent physical strength* and effort daily, such as, lifting heavy objects (*over 60 lbs. but less than 100 lbs.*), carrying the object(s) and

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stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required. (3rd degree)

Motor Skills: Essential functions involve *close hand and eye coordination and physical dexterity*. Manipulation and motor control under conditions which may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed in making repairs to delicate electronic instruments or complex equipment, conducting laboratory tests, performing microscopic experiments, administering injections, firing a gun, operating marine vessels, or operating *Class B vehicles or safety vehicles at high speeds*. (3rd degree)

Occupational Risks: Duties may involve *frequent, recurring exposure to hazardous conditions, such as working at heights in excess of thirty feet or operating dangerous equipment, being exposed to toxic chemicals or high voltage sources*. Job frequently entails the possibility for serious injury or exposure to conditions which could result in *total permanent disability or loss of life*. For example, danger of physical attack or work at heights in excess of thirty feet during extreme weather conditions. Extreme care and following established safety precautions is required at all times. (4th degree)

Confidentiality: Access to any and all *confidential information on a County-wide basis*. (3rd degree)

Supervisory Responsibility: Employee, as a regular and continuing part of the job, *is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner*. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work. (2nd degree)

Supervision Exercised: More than fifty, up to and including one hundred employees. (5th degree)

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Complexity of Subordinate Operation: Provides direct management or supervision of a department, including service delivery, training, evaluating and disciplining of subordinates, and budget development and control. May provide functional supervision over a large and/or highly technical section of a major department. (*3rd degree*)

Stability of Subordinate Operations: Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, and/or volume of work due to *uncontrollable or unpredictable circumstances*, e.g., police or fire emergencies, litigation. May have long-term adverse impacts on the operation. (*4th degree*)

Workforce Dispersion: Substantial numbers of employees are *dispersed to many widely separated locations on a continuing basis*. (*3rd degree*)