

# MOAB FIRE DEPT. JOB DESCRIPTION

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**Title:** Deputy Chief    **Division:** Administration & Operations

**Approved by:** Chief Brewer    **Salary Range:** \$85,000-\$100,000 Exempt

**Benefits:** Health and Dental Insurance (Full premium covered by the Department), Health Savings Account with Employer Contribution, Life & Long Term Disability Insurances, Utah State Retirement, 3% 401(K) Contribution by Department (Match not Required)

**Applications accepted until February 27<sup>th</sup>, 2026 at 5:00 p.m.**

## **JOB DESCRIPTION SUMMARY**

The Deputy Fire Chief is a key leadership position within the Fire Department and is responsible for assisting the Fire Chief in the overall management and direction of the department. This role requires a highly skilled and experienced individual with strong leadership, administrative, and operational abilities. The Deputy Chief will work closely with the Fire Chief to ensure the efficient and effective delivery of fire services, emergency response, and community safety programs. Hours vary depending on the needs of the department and subject to call out.

## **SUPERVISION RECEIVED**

Works under the broad policy, guidance, and direction of the Fire Chief.

## **SUPERVISION EXERCISED**

Assumes full responsibility of the fire department in the absence of the Fire Chief. Provides general supervision to Chief Officers and Captains as established within the organizational chart.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. All Fire Department personnel are responsible for all other duties as assigned.

### **Responsibilities:**

- **Assist the Fire Chief** in the overall planning, organization, and direction of the Fire Department.
- **Oversee daily operations** of the department, including emergency response, fire prevention, and administrative functions.
- **Assume command** in the absence of the Fire Chief.
- **Supervise** and train department members on policies and procedures and conduct employee evaluations.
- **Develop and implement** department policies, procedures, and programs. Recommend updates or changes as needed.

- **Manage** Fire Department personnel.
- **Collaborate with other agencies** and community stakeholders to ensure effective coordination and delivery of services.
- **Participate in budget preparation** and administration.
- **Stay abreast of current trends** and best practices in fire service and emergency management and assist in the implementation of these best practices.
- **Represent the Fire Department** at public events and meetings.

**Physical Requirements:**

- Must be able to meet the physical demands of the fire service, including performing strenuous activities under emergency conditions.

**Qualifications:**

- Minimum of 10 years of progressive experience in fire service
- Proven leadership and management experience
- Strong knowledge of fire service operations, administration, and emergency management
- Excellent communication, interpersonal, and problem-solving skills
- Ability to work effectively in a team environment
- Valid driver's license and insurable

**Required Certifications:**

- Structure Firefighter II
- Wildland Firefighter II
- Instructor I
- Incident Command System (ICS) certifications 100,200,300,400,700,800
- Fire Officer I

**Preferred Certifications/ Qualifications:**

- Ropes Rescue Technician
- Extrication Technician
- Scuba Dive Certification From a Credible Program
- Wildland Firefighter I
- Fire Investigator
- Fire Inspector
- Hazardous Materials Technician
- Grant Writing Experience

**WORK ENVIRONMENT**

The noise level is usually quiet in office settings and loud at emergency scenes. Work is performed primarily in office, vehicles and outdoor settings. Work is often performed in emergency and stressful situations. Individuals are exposed to hazards associated with fighting fires and rendering emergency medical assistance including, but not limited to smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

Work can be under a variety of unfavorable conditions including harsh weather, poor or no lighting, extremes in temperatures, all types of weather conditions, electrical hazards and exposure to communicable diseases and blood-borne pathogens in body fluids.

**TO APPLY**

Please send resume and 3 professional references to [admin@moabfiredepartment.org](mailto:admin@moabfiredepartment.org)

**Resumes will be accepted until 5:00 p.m. on Friday February 27<sup>th</sup>, 2026.**

*Job descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, job descriptions may not include all duties performed by individuals within a particular job. In addition, job descriptions are intended to outline the minimum qualifications necessary for entry into the position and do not necessarily convey the qualifications of individuals currently within the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change*