PURPOSE:
To outline the job duties or assignments of a Deputy Fire Chief within the Winsted Fire Department.

POLICY:
It will be the policy of the Winsted Fire Department that a Deputy Fire Chief have the proper skills, knowledge and certifications to perform the jobs and duties that include supervising and participating in activities of Interior and Exterior Firefighters.

POSITION SUMMARY:
The Winsted Fire Department's Deputy Fire Chief supports the Assistant Fire Chief as a senior leader within the Department. The Deputy Chief supports administrative and operational functions within the Winsted Fire Department, as directed by the Assistant Fire Chief. In the absence of the Fire Chief and Assistant Chief, the Deputy Chief assumes full command and responsibility for all departmental operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Assists the Fire Chief and Assistant Chief with the overall leadership and management of the department.

Acts in the capacity of the Fire Chief or Assistant Chief when delegated or in their absence.

Responds to emergency incidents, often in a command role, and ensures scene safety, coordination, and accountability.

Serves as a mentor and manages the performance and development of company officers and firefighters.

Helps develop, implement, and enforce departmental policies, standard operating guidelines (SOGs), and protocols.

As directed by the Assistant Chief/Training Officer, coordinate training programs and ensure compliance with local, state, and national standards.

Assists in planning for capital needs, resource replacement, and strategic growth.

At the direction of the Assistant Chief, manages resources (apparatus, equipment, personnel, etc.) for the Department.

At the direction of the Assistant Chief, participates in recruitment and retention initiatives for volunteer members, including on-boarding of new personnel.

Assists leadership in data management, maintaining accurate records related to incidents, training, personnel, and equipment.

Supports budgeting, grant applications, and procurement processes under the direction of the Assistant Fire Chief and Fire Chief.

Represents the department at mutual aid meetings, public functions, and civic engagements.

Promotes a culture of safety, professionalism, and continuous improvement.

MINIMUM QUALIFICATIONS
Minimum of 5-8 years of fire service experience with at least 2 years in a supervisory or officer role.

Certified Fire Officer 1 and Fire Service Instructor 1 (Fire Officer 2 and Fire Service Instructor 2 preferred).

Valid driver's license: emergency vehicle operation training (EVOC) preferred.

NIMS/ICS training (ICS 100, 200, 700, 800 preferred).

Demonstrated leadership ability and effective communication skills.

Strong knowledge of fire suppression, rescue operations, and emergency incident management

Experience in managing volunteers or leading in a volunteer fire department environment.

Familiarity with operational functions such as operational readiness, resource management, and response initiatives.

KEY COMPETENCIES REQUIRED
Management and supervisory skills

Data collection and analysis

Mechanical and technical knowledge and abilities

Command and decision-making skills

Communication and interpersonal skills

Problem-solving skills

Motivation and mentoring of subordinates

WORKING CONDITIONS
Expected to respond to emergencies during non-business hours, including nights and weekends.

May work in hazardous conditions during emergency operations.

Performs administrative and leadership duties both in office and field settings.