

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

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JOB APPLICATIONS WANTED

TITLE: Deputy Fire Chief

LOCATION: City of Ithaca - Ithaca Fire Department

SALARY: \$101,339 - \$121,607, depending on qualifications.

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

OUR COMMUNITY

The City of Ithaca is in Tompkins County and the Finger Lakes Region of New York State. Surrounding the southern end of Cayuga Lake, Ithaca is home to Cornell University and Ithaca College. These two higher education institutions bring thousands of students to the area, who increase Ithaca's seasonal population during the school year. State parks, gorges, waterways, green hills and valleys all complement a vibrant urban core. Community organizations, college campuses, and theatre and music groups provide many opportunities for entertainment and engagement in our diverse community. Ithaca is growing quickly as it has become an even more desirable place to live, work, raise children, attend college, and enjoy the outdoors.

OUR ORGANIZATION

The Ithaca Fire Department (IFD) is celebrating 200 years of service to the community this year. IFD is a combination department that provides services to both the City and Town of Ithaca. A Fire Chief, one Deputy Chief, and an Administrative Coordinator make up the administrative component of the department. The operations division has four shifts, each with an Assistant Chief, two Lieutenants, and eleven Firefighters working out of four stations to provide coverage 24/7. The Fire Prevention Bureau has one Assistant Chief (the Fire Marshal) and three Firefighters. An additional Assistant Chief is assigned as the Municipal Training Officer. The volunteer component of the department is made up of ten Fire Police.

IFD is an all-hazards fire-based department. We provide fire suppression and technical rescue services that include high-angle rope, confined space, swift water, trench, open water, vehicular, and ice. We respond to emergency medical calls that are dispatch coded as life-threatening alongside a private ambulance company in a tiered approach. IFD is the designated Hazardous Materials Response Team for Tompkins County. Our Fire Prevention Bureau conducts fire safety inspections, testing, and new installation inspections of buildings under construction in partnership with the City's Building Department.

The Department covers approximately thirty square miles of rural surroundings around its urban center. The district has a resident population base of 50,000 but swells dramatically during the academic year. We respond to an average of 5,200 calls for service annually and have an operations budget of \$12 million.

POSITION DESCRIPTION: The position of Deputy Chief is an administrative position responsible for assisting the Fire Chief with planning, directing, managing, and overseeing the activities and operations of the Ithaca Fire Department. The Deputy Fire Chief assists with a broad range of administrative duties, including the recruitment, selection, and promotion of personnel, the purchase of equipment, the preparation and presentation of the annual budget and subsequent oversight and control of expenditures, long-range operational planning, the development and implementation of operational policies and procedures, and labor contract negotiations and administration. The Deputy Fire Chief may perform these functions and duties in a supportive role to the Fire Chief or may be assigned primary responsibility for one or more functions at the discretion of the Fire Chief. In the absence of the Fire Chief, the Deputy Fire Chief acts for and in place of the Fire Chief. Supervision is exercised over subordinate departmental personnel,

Continued on Back

POSITION DESCRIPTION (continued): including supervisory and direct service firefighting, emergency medical personnel, volunteer personnel, and technical and clerical support staff. While primarily an administrative position, the Deputy Chief shares on-call duties with the Fire Chief and responds to provide coverage during extraordinary events. The Deputy Fire Chief also does related work as required.

MINIMUM QUALIFICATIONS: Ten (10) years of progressively responsible, paid, professional firefighting experience in a municipal fire department, at least two (2) years of which must have been at or above the second-line supervisory level.

NOTE: "Second-line" supervision refers to the second level of supervisory authority in an agency. For the purpose of these qualifications, it must include the supervision of paid, supervisory firefighting personnel. In the Ithaca Fire Department, for example, it would equate to the level of Assistant Fire Chief. Second-line supervisory experience must have been gained through an actual appointment into a second-line supervisory position. "Acting" or "out-of-title" second-line supervisory experience is not qualifying experience.

SPECIAL REQUIREMENTS:

1. The candidate must possess a valid New York State Class D driver's license or a valid driver's license equivalent to a New York State Class D driver's license at the time of appointment and maintain said license for the duration of employment.
2. To be eligible for appointment, candidates must possess certification as a New York State Emergency Medical Technician (EMT). To retain the position, the appointee must maintain their New York State EMT Certification. If the appointee does not possess an EMT Certification at the time of appointment, they must obtain it within two years of appointment as Deputy Fire Chief. Failure to obtain and maintain an EMT Certification will result in either demotion in rank or dismissal as appropriate.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position. However, the Deputy Fire Chief is expected to reside in a location that provides a reasonable response time for emergencies.

APPOINTMENT STATUS AND EXAM REQUIREMENT: This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Cover letter
- Resume
- Copy of driver license
- Copy of EMT certification

All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Applications will be accepted until the position is filled.

Interviews are anticipated to begin in late August 2023.

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!