

TETON COUNTY FIRE PROTECTION DISTRICT

PO Box 474 • 911 North Hwy. 33

Driggs, Idaho 83422 • (208) 715-5201



DEPUTY FIRE CHIEF – OPERATIONS (EXEMPT)

Teton County Fire District

Revised: May 2026

1. Position Purpose

Under general direction of the Fire Chief, plans, organizes, directs, and coordinates the operational activities of the fire district, including fire suppression, emergency medical services, rescue, hazardous materials response, wildland and WUI operations, and all-hazard incident management. The position carries broad administrative responsibility for department policy, budget development, grant administration, strategic planning, and organizational development, and provides highly responsible staff assistance to the Fire Chief. The Deputy Fire Chief – Operations exercises direct supervision over Battalion Chiefs and assumes command of the fire district in the absence of the Fire Chief.

2. Supervision & Work Conditions

- Reports To: Fire Chief
- Supervision Exercised: Direct supervision of Battalion Chiefs and assigned department personnel; broad oversight of all operational staff through the chain of command
- FLSA Status: Exempt
- Work Schedule: Administrative schedule with shift availability as operationally required, including nights, weekends, and holidays
- Other Conditions: Subject to callback, emergency response, extended incident operations, and administrative duties outside of normal business hours

3. Operational Responsibilities

- Emergency Response & Incident Command
- Responds to major incidents and assumes command as Incident Commander or assigned command role within the Incident Command System

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- Oversees battalion-level and department-wide operational readiness, tactical capability, and incident management standards
- Evaluates incident conditions and provides command-level direction on strategy, resource deployment, and inter-agency coordination
- Ensures accountability, safety, and performance standards are maintained across all operational activities
- Coordinates with mutual aid partners, emergency management agencies, and regional response organizations
- Assumes full command authority of the fire district in the absence of the Fire Chief

- Personnel Supervision & Leadership
- Provides direct supervision, evaluation, and development of assigned Battalion Chiefs
- Conducts performance evaluations and provides ongoing coaching, mentoring, and professional development guidance
- Identifies performance deficiencies and implements corrective action plans in accordance with department policy
- Initiates and administers discipline up to and including termination recommendations in accordance with department policy and applicable law
- Supports personnel wellness programs and monitors organizational health across operational divisions
- Leads succession planning and mentors personnel for career progression throughout the organization
- Participates in the development and implementation of promotional and assignment processes for the department

- Training & Professional Development
- Oversees department-wide training programs and ensures compliance with district, state, and national standards
- Reviews and assesses training needs, available programs, and certification requirements across all ranks
- Coordinates attendance of departmental staff at training programs, seminars, and professional development opportunities
- Evaluates training effectiveness and directs improvements to training curriculum, delivery, and documentation
- Ensures task book programs and promotional preparation processes are current and effectively administered

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- Administrative & Organizational Duties
 - Participates in the development and administration of the fire district budget, including forecasting staffing, equipment, materials, and supply needs
 - Monitors expenditures and recommends budget adjustments as necessary
 - Researches, identifies, and pursues grant funding opportunities; coordinates grant applications, administration, and reporting
 - Participates in the development and implementation of department goals, objectives, policies, standard operating procedures, and strategic plans
 - Recommends policies, procedures, and operational guideline revisions as necessary
 - Prepares and presents staff reports, administrative records, recommendations, and other correspondence to the Fire Chief and governing board as directed
 - Coordinates department activities with other divisions, partner agencies, mutual aid organizations, and community stakeholders
 - Assists in preparing apparatus and equipment specifications for procurement
 - Develops and implements procedural methods and practices for inspections, pre-incident planning, and fire loss investigation activities
 - Participates in safety and risk management activities; takes action to reduce organizational liability
 - Stays current on trends, innovations, legislation, and best practices in fire operations, EMS, emergency management, and public administration
 - Attends and participates in professional group meetings, regional coordination efforts, and interagency planning sessions
- Prevention & Community Risk Reduction
 - Oversees and supports fire prevention, inspection, and pre-incident planning programs
 - Evaluates existing fire safety conditions and applicable federal, state, and local codes
 - Supports community risk reduction initiatives and public education programs
 - Assists with fire investigations and ensures proper documentation and coordination with law enforcement
- Health, Safety & Wellness

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- Oversees the department health and safety program and ensures compliance with OSHA, NFPA, and applicable regulations
- Monitors and supports personnel wellness including physical fitness, behavioral health, and peer support programs
- Serves as department Safety Officer or coordinates that function as assigned

4. Knowledge, Skills, and Abilities

- Knowledge of:
 - Operational characteristics, services, and activities of a comprehensive fire, EMS, hazardous materials, rescue, and all-hazard response program
 - Modern firefighting, EMS, and rescue principles, practices, techniques, and procedures
 - Battalion and department-level incident command, resource management, and multi-agency coordination
 - Wildland and WUI fire behavior, tactics, and NWCG qualification systems
 - Fire prevention principles, practices, and applicable codes and ordinances
 - Principles of supervision, leadership, personnel management, and organizational development
 - Municipal budget preparation, administration, and fiscal management
 - Grant research, application, administration, and reporting
 - Strategic planning, policy development, and organizational improvement processes
 - Federal, state, and local laws, regulations, and standards governing fire department operations
 - OSHA, EPA, and applicable public safety regulations
 - Principles and practices of labor relations applicable to a fire district
- Skills in:
 - Commanding complex, multi-agency emergency incidents
 - Planning, organizing, directing, and evaluating department-wide operations and programs
 - Supervising, developing, and evaluating personnel at multiple organizational levels
 - Developing and implementing policies, procedures, and strategic initiatives
 - Budget development, fiscal monitoring, and resource planning
 - Grant writing, administration, and compliance reporting

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- Communicating clearly and concisely, both orally and in writing, with personnel, elected officials, partner agencies, and the public
- Preparing clear and accurate reports, staff correspondence, and administrative documentation
- Making sound technical and administrative decisions under emergency and non-emergency conditions

- Ability to:
- Exercise command authority and independent judgment across a broad range of operational and administrative situations
- Lead and manage a multi-rank organization through complex operational and organizational challenges
- Interpret and apply policies, regulations, and operational guidelines at a department-wide level
- Coordinate complex multi-unit, multi-agency, and intergovernmental activities
- Represent the fire district professionally in public, governmental, and interagency settings
- Adapt schedule and availability to meet both administrative and operational demands
- Maintain effective working relationships with personnel, governing boards, partner agencies, and community stakeholders

5. Minimum Qualifications

- Promoted Battalion Chief
- Minimum 10 years of progressive supervisory fire service experience
- Idaho Fire Officer II certification or equivalent
- Idaho Firefighter I and II certification (IFSAC or ProBoard)
- Idaho Driver/Operator certification (IFSAC or ProBoard)
- Fire Instructor I (Fire or EMS) or equivalent
- Hazmat Operations
- Idaho EMT, AEMT, or Paramedic licensure
- NWCG RT130
- NWCG Firefighter Type 1 (FFT1)
- NWCG Incident Commander Type 4 (ICT4)
- S-290 Intermediate Wildland Fire Behavior

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- S-330 Strike Team/Task Force Leader
- NFA Executive Development coursework or equivalent
- Required NIMS/ICS training (IS-100, 200, 700, 800, ICS300, ICS400)
- Valid driver's license

6. Preferred / Developmental Requirements

- Associate's degree or higher in Fire Science, Emergency Management, Public Administration, or related field
- Bachelor's degree in Fire Science, Fire Administration, Public Administration, or related field
- NFA Executive Fire Officer (EFO) Program or equivalent
- NWCG Incident Commander Type 3 (ICT3) or equivalent
- Demonstrated experience with municipal or special district budget development and administration
- Demonstrated grant writing and grant administration experience
- FEMA Professional Development Series or equivalent emergency management credentials

7. Physical & Cognitive Requirements

The employee must possess the physical and cognitive ability to safely perform firefighting, emergency medical, and command duties as operationally required, including responding to major incidents, assuming command in hazardous environments, wearing protective equipment, and making critical decisions under high-stress conditions. The position also requires the cognitive capacity to manage complex administrative, fiscal, and organizational responsibilities, with or without reasonable accommodation.

8. Work Environment & Risk Exposure

Work is performed primarily in an administrative office environment with regular response to fire stations, emergency scenes, and outdoor environments as operationally required. The position may involve exposure to hazardous conditions including fire, smoke, extreme temperatures, hazardous materials, bloodborne pathogens, unstable structures, and emotionally stressful

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situations. Work hours are irregular and extend beyond normal business hours to include emergency response, extended operations, and administrative obligations.

9. Performance Expectations (Operational Accountability)

- Maintain operational readiness and required certifications
- Provide effective command-level leadership during major emergency incidents
- Supervise, develop, and evaluate assigned Battalion Chiefs and organizational personnel
- Oversee and continuously improve department-wide training, operations, and readiness programs
- Lead budget development, grant administration, and fiscal stewardship for the district
- Develop and implement department policies, strategic plans, and organizational improvement initiatives
- Represent the district professionally in interagency, governmental, and community settings
- Support the Fire Chief in all aspects of department administration and governance
- Demonstrate professional conduct, sound judgment, and ethical leadership at all times