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Deputy Chief of Fire & Rescue

JOB CODE	JOB FAMILY	PROFILE
JCM602	**Public Safety**	**Deputy Chief of Fire & Rescue**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$101,192.00 - $159,786.00**	**November 4, 2026**

The Deputy Chief of Fire & Rescue performs administrative, professional, and technical duties to support the operations and administration of the fire and rescue department and emergency management services. Aligns departmental activities with County goals, objectives, and performance standards.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates and supervises daily operations of fire, rescue, and emergency management personnel in collaboration with the Chief of Fire and Rescue.
- Serves as acting Chief of Fire and Rescue in the Chief's absence.
- Represents the Fire Department or County to federal, state, tribal, and local agencies, as well as private organizations.
- Directs, assigns, and evaluates the work of subordinate personnel as delegated by the Chief.
- Prepares, plans, and schedules efficiency and performance strategies in consultation with the Chief.
- Establishes staffing patterns and prepares work schedules for fire, rescue, and emergency management personnel.
- Assists in preparing the annual budget and supports its development with administrative staff.
- Monitors departmental spending to ensure responsible stewardship of County resources.

- Manages the discipline policy and program as directed by the Chief.
- Responds to alarms and directs activities at the scene of major emergencies, as needed.
- Supervises assigned Division Chiefs and ensures divisions meet departmental goals.
- Analyzes trends and practices in fire suppression, fire safety, emergency medical services, and emergency preparedness.
- Ensures policies and procedures are developed, communicated, and followed; recommends updates to improve operations.
- Ensures standard operating procedures and guidelines are in place and followed; recommends changes to enhance effectiveness.
- Assists in developing, communicating, training, and implementing the Department's Emergency Operations Plan (EOP); ensures all staff understand their roles and responsibilities.
- Responds to emergency situations when needed and provides assistance based on expertise or assigned role. Assumes command of large or complex incidents when required.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree or higher from a regionally accredited educational institution.
- Current Battalion Commander or higher rank with Bernalillo County Fire and Rescue or a paid, professional fire department of equal or greater size.
- Minimum of two (2) consecutive years in the rank of Battalion Commander or higher.
- Must hold and maintain a valid EMT Basic (or higher) certification or license. Out-of-state candidates must either hold an active EMT license from another jurisdiction eligible for reciprocity with New Mexico or be able to obtain and maintain full licensure by the State of New Mexico within six (6) months of hire.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Successfully complete and pass all elements of the promotional process as determined by the Fire Chief.
- Meet and maintain OSHA medical screening requirements for firefighters.
- Comply with and enforce all Bernalillo County policies, Bernalillo County Fire and Rescue policies and procedures, standard operating guidelines, directives, memos, and the collective bargaining agreement.
- Employees must possess and maintain a valid New Mexico driver's license with a Class E endorsement throughout employment. Individuals who do not possess the required license and endorsement at the time of hire must obtain them within six (6) months of hire.

WORKING CONDITIONS

- Work assigned shifts as determined by the Fire Chief, based on the needs of the department.
- Work in both indoor and outdoor environments, depending on the situation.
- Perform administrative duties that may involve ergonomic risks, including fatigue or repetitive strain.
- Work in extreme temperatures during emergency responses or field operations.
- Experience intermittent or sustained exposure to high noise levels such as sirens, engines, and loud voices.
- Experience occasional body vibration from vehicle rides or off-road travel.
- Face hazards such as vehicle operation, rescue efforts on difficult terrain, hazardous material exposure, and fire-related risks.
- Work on uneven or unstable surfaces including natural terrain, asphalt, concrete, ramps, stairs, ladders, scaffolding, and decks.
- Face potential exposure to bodily fluids and airborne pathogens during emergency medical or rescue responses.
- Work with high-pressure water or fire retardants during firefighting activities.
- Adapt to various physical environments and situations as required by fire department operations.

EQUIPMENT, TOOLS, AND MATERIALS

- Use tools and equipment associated with lower-ranked positions, based on medical license level and training.
- Operate technology, software, office machines, and other equipment needed to perform job duties.
- Use tools to analyze data; research, develop, and implement programs; and deliver public presentations using audio-visual aids.

- Use equipment required for firefighting, emergency medical response, and other emergency operations, based on training and assignment.
- Understand that the tools and materials listed above are not all-inclusive. Use additional equipment as directed to support administrative tasks, fire and rescue functions, or other department operations.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.