



City of Charlottesville Deputy Fire Chief

SALARY	\$162,023.68 Annually	LOCATION	Charlottesville, VA
JOB TYPE	Regular Full-Time	JOB NUMBER	260600019
DEPARTMENT	Fire Department	DIVISION	Fire Department Administration
OPENING DATE	07/20/2026	CLOSING DATE	8/7/2026 5:00 PM Eastern
BARGAINING UNIT	N/A		

General Summary



Please include with your online application a cover letter and resume. Applications without these elements may not be considered. Although a resume is requested, it is not a substitute for completing the required information on the application.

The **Deputy Fire Chief** in the Charlottesville Fire Department performs difficult advanced protective service and highly complex administrative work assisting the Fire Chief in the overall administration, planning, direction, and supervision of the activities of the Fire Department; while functioning as a second-in-command. Exercises supervision over assigned divisional supervisors. Work is completed with substantial discretion and within broad parameters and reports to the Fire Chief.

The **Charlottesville Fire Department (CFD)** is comprised of three divisions: Fire Operations, Community Risk Reduction, and Business Services. The department provides emergency response services from three fire stations located within the City of Charlottesville, with personnel on duty 24 hours a day, seven days a week.

CFD's frontline apparatus includes four fire engines, two Advanced Life Support (ALS) ambulances, one tiller ladder truck, one mid-mount tower, and several support vehicles. To learn more about our Fire Department, its operations, and the services it provides to the Charlottesville community, please visit: <https://www.charlottesville.gov/222/Fire>

The hiring amount for this position is \$162,023.68 annually. Starting offer is based on applicable education, experience, and internal equity. This full-time, exempt position offers a comprehensive benefits package, health insurance with employer contribution, employer-paid life insurance, gym membership reimbursement, tuition assistance, and professional development opportunities. This position is also eligible for the following leave and retirement benefits:

- **Up to 40 hours of discretionary administrative leave per calendar year**
- **Vacation Leave: 3.09 hours accrued bi-weekly (increases with YOS).**
- **Sick Leave: 4.62 hours accrued bi-weekly, approx. 120 hours per year with no limit on accumulation.**
- **13 Paid Observed City Holidays**

- **1 Floating Holiday which must be taken during the fiscal year (July 1 - June 30)**
- **Choice of retirement plan:**
 - **Defined Benefit Pension Plan (Public Safety):** Provides a monthly benefit upon retirement, calculated using a defined formula based on earnings history, years of service, and age. The plan includes a 5-year vesting period and requires an employee contribution of 5% of salary.
 - **Defined Contribution 401a Plan:** Employer makes fixed contributions to an individual account, which are invested, and returns are credited to the account. The account balance is used to provide retirement benefits. Vesting occurs at 33% after one year, 67% after two years, and 100% after three years of service. No salary contribution is required.
- Voluntary 457 Deferred Compensation Plan
- Eligibility to purchase prior service credit under the Defined Benefit Plan

The City of Charlottesville manages its own retirement system and does not participate in VRS; however, a Portability Agreement is available for eligible employees. **For additional details, please refer to the “Benefits” tab within this posting or visit the City’s [Employee Benefits webpage](#).**

Essential Responsibilities and Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions. The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Assists the Fire Chief in the overall management and administration of the Fire Department, including responsibility for the oversight of assigned divisions (such as Operations, CRR, Business Services, IA, or others).
- Manages, coaches, motivates, mentors, and evaluates assigned personnel for efficiency and effectiveness, including overall job performance. Plans, organizes, coordinates, and directs staff and the overall activities and functions of Fire activities in assigned areas.
- Oversees and/or provides significant input regarding personnel administration including but not limited to recruitment, selection, promotion, discipline, performance evaluations, training, payroll administration, and so forth and in accordance with established policies and procedures; and establishes overall professional standards for work quality, performance and accountability.
- Coordinates assigned personnel/apparatus in order to ensure that optimum levels are maintained for operations at any given time.
- Provides advice and assists divisional supervisors in the performance of their duties. Conducts and maintains effective communication and briefings with sworn and civilian staff.
- Makes assignments and supervises subordinate officers in the care and maintenance of equipment, stations, and other supplies and equipment.
- Responds to emergency incidents to supervise and evaluate subordinates. Observes and makes a critical analysis, organizes, and commands personnel and equipment in emergency situations.
- Responds to fires and emergency incidents and, as necessary, advises the Incident Commander or assumes a position within the incident management system.
- Drafts, composes, reviews, edits, and/or revises a variety of written documents, summaries, and reports. Develops, reviews, and recommends approval of fire operating policies and procedures.
- Ensures appropriate enforcement and interpretation of department and city policies and procedures.
- Participates in establishing and maintaining Department-wide goals and objectives. Understands and analyzes organizational systems and processes to develop abstracts into strategic goals and objectives and effectively communicate plans and outcomes.
- Sets priorities for divisions, division supervisors, and establishes goals and objectives; measures progress toward established goals. Recommend, develop, and implement creative strategies to improve departmental efforts, and enhance the department's overall training and initiatives.
- Conducts research and analyzes information for the preparation of detailed technical reports for the Fire Chief or others. Analyzes the effectiveness of the Department and institute improvements.
- Maintains, monitors, and provides situational awareness of City major construction and significant road closures that impact emergency response and other related operational issues.

- Conducts investigations into accident or complaints using the policies and procedures of the City and/or Department.
- Assists the Chief in the development and preparation of the department's annual budget; oversees assigned division(s) budget. Monitors resources and expenditures throughout the year. Authorizes budget-related items, including those of a significant amount.
- Recommends and participates in the selection or development of department related RFPs and other procurement related tasks.
- Coordinates and serves as the department representative with inter- and intra- jurisdictional agencies concerning community risk reduction initiatives, fire safety matters and investigations, and regional emergency management coordination.
- Conducts special administrative and management studies. Uses departmental systems to produce and analyze data and continuously monitors captured data to ensure validity, evaluation/reporting to meet the Department's needs.
- Reviews reports generated by subordinates for professional, technical, accuracy, and content errors.
- Manages and supports emergency planning efforts for the Department to include review of Department Incident Action Plans and development of Continuity of Operations (COOP) plans.
- Compiles and prepares reports on departmental operations, supplies, equipment, activities, staffing, time and attendance and other matters.
- Operates a vehicle in the performance of job duties.
- Maintains required certifications by attending training classes, workshops, seminars, or conferences in order to maintain current knowledge of fire prevention, safety, firefighting procedures, emergency medical procedures, and any other related, appropriate training.
- Represents the Department in dealings with citizens, members of the press or other City, state and federal agencies, and regional partners, as directed, and in coordination with the Fire Chief.
- As designated, may serve as acting Fire Chief in their absence.
- Subject to be called back to work to the City in emergencies or as needed to provide necessary services to the public. Must have the ability to be contacted and respond based on Departmental guidelines.
- May be required to work regular stand-by periods.
- Responsible for appropriate use and maintenance of City equipment, tools, and other resources, including work time.
- Regular and reliable attendance.

Other Duties

- May be assigned or designated as one or more specific programs or areas, such as but not limited to the department's Health/Safety Officer, Internal Affairs (IA), financial/grant management, public information officer)
- May be required to assist and/or provide oversight to City departments with emergency planning and preparedness activities.
- Serves on various committees as assigned.
- Performs additional duties to support operational requirements as apparent or assigned.

Education, Experience and Skills

Education and Experience: Candidates may qualify by demonstrating the required knowledge and skills outlined for the job through experience(s) other than formal education.

- Associate degree or higher from an accredited college or university with major coursework in fire science, emergency medical services, public administration, or a related field **AND** 10 years of progressive experience in fire services, including at least 1 year at the rank of Battalion Chief, the equivalent or higher.

OR

- High school diploma or GED **PLUS** at least sixty credits from an accredited college or university **AND** 10 years of progressive experience in the fire services, including at least 1 year at the rank of Battalion Chief, the equivalent or higher.

OR

- An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

Certifications/Licenses/Other Requirements:

- Within one year of appointment, must reside within range of the regional 800 MHz radio system.
- Successful completion of NIMS 300, 400, 700, 800 and 305.
- Certified EMT (National Registry or State certified), Virginia EMT Certification within one year appointment.
- Must obtain and maintain a valid Virginia driver's license and acceptable driving record according to city criteria.
- Required to successfully pass a pre-employment background check and drug screen.
- Required to successfully pass a post-offer physical exam.

Preferred:

- Bachelor's degree in fire science, emergency medical services, public administration or a related field.
- 3 or more years at the rank of Battalion Chief or equivalent or higher.
- Paramedic (National Registry or State certified).
- National Fire Academy Executive Fire Officer (EFO) certification or other Executive Fire Officer program.
- Center for Public Safety Excellence Chief Fire Officer (CFO) designation.
- Chief EMS Officer (CEMSO) designation.
- Certified Public Manager (CPM).
- Fire Inspector 1031 certification.
- Fire Inspector 1033 certification.

Knowledge, Skills, Abilities and Other Characteristics:

Job Knowledge

- Comprehensive knowledge of: modern firefighting techniques and equipment; laws, codes, and regulations relating to the department and the control and prevention of fire.
- Thorough and advanced knowledge of departmental and city policies and procedures.
- Thorough and advanced knowledge of good training techniques and practices, project management, records and financial/budgeting management, and fire department administration.
- Thorough knowledge of effective principles and practices of personnel management, payroll practices, and staff scheduling and assignment. Demonstrate knowledge of labor relations and applicability to personnel problem resolution; ability to ensure proper conduct of subordinates in all legal matters.
- Demonstrated knowledge of the use of data to guide community risk reduction and fire protection practices.
- Thorough knowledge of all aspects of safety hazards, OSHA, and safety procedures and standards.
- Thorough knowledge of the physical layout of the City.

Reading

- Advanced: Ability to read, understand, and interpret complex written materials such as laws and regulations, protocols, reviews, reports, scientific or technical journals, abstracts, financial reports, and/or legal documents. Reviews more complex documents for professional, technical, and content errors; assisting others in obtaining answers to more difficult questions.

Writing

- Advanced: Ability to organize data and develop materials such as detailed reports, summaries, speeches, manuals, or critiques. Ability to tailor writing to specific audiences and explain complex thoughts and ideas. Ability to prepare concise and clear complex and strategic documentation. Reviews documents for professional, technical, and content errors.

Math

- Advanced: ability to apply fundamental concepts of theories, work with advanced mathematical operations, methods, and functions of real and complex variables in fire work.
- Compiles and prepares reports on departmental operations, supplies, equipment, activities, staffing, time and attendance and other associated matters.
- Evaluates performance metrics, process design, and output of several differing functional areas. Applies systematic multi-factor analysis, trend analysis, and other forms of data analysis and assessment to a diversity of operations and programs.

Communication Skills

- Advanced: Establish and maintain effective professional relationships with co-workers, subordinates, officials, citizens, other agencies, and the public. Effectively communicate with all persons, providing and receiving complex information, laws, and revised policies. Ability to negotiate difficult conversations, remain calm under pressure, communicate well in writing and orally, and listen effectively. May involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Interactions may involve communicating controversial positions and presenting sensitive issues. Serves as a peer resources and coaches or trains others to reach positive service and support outcomes. Provides information and guidance that assists others in making decisions. Provides consultation to others in more diverse and complex situations. Evaluates effectiveness, develops, cooperative associations, and utilizes resources to continuously improve communications.

Independence and Decision-Making

- Requires Administrative Direction: normally completes work with substantial discretion and within broad parameters defined by general organizational requirements and accepted practices. Overall results determine job performance. Uses a wider variety of inter- and intra-departmental resources to address problems and to carry out decisions. Uses integrated project management to coordinate several complex projects and deploys work break-down structures for identifying work, assigning resources, and estimating.
- Ability to anticipate, identify, receive, analyze, and recommend solutions to departmental problems and develop strategies or policy. Resolves highly complex issues using discretionary judgment in the absence of any explicit protocol.
- Ability to set strategic priorities and monitor attainment of goals. Provide leadership in improving major, department-wide projects, and process improvement. Make decisions related to departmental performance, training and discipline within guidelines and in a fair and unbiased manner. Make final decisions concerning conflicting priorities and resource needs among units.
- Demonstrate expertise in determining priorities and assignments for multiple units. Monitor and evaluate implementation of solutions and develops future strategies. Evaluate and prioritize training needs for command. Review, evaluate, guide, and critique decisions made by subordinates.

Technical Skills

- Advanced: Demonstrates understanding of the purpose, processes, procedures, methods, technologies, tools, equipment, terminology, standards, performance measures, and outcomes of work teams, units, and specialty areas of multiple functional areas, units, and departments. Comprehensive knowledge of modern firefighting techniques and equipment. Proficient in the use of Microsoft Office applications, departmental tools and equipment, and department systems and software.

Fiscal Responsibilities

- Develops and oversees budget and budget preparation of assigned divisions and assists the Chief in the oversight of department annual budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Supervisory Responsibilities

- Manages, monitors and directs work performance of subordinate supervisors and staff, provides significant input, administers, and/or assists with decision making on hiring, discipline, performance evaluation, correction action plans, setting program/work objectives and realigns work and staffing as needed. Provide on-going feedback and evaluation of others. Organize and command personnel and equipment during emergency situations.
- Manages complex service, activities, operations, and/or programs. Frequently measures the results, outputs, performance of self and others. Builds and implements the framework for team accountability and performance in multiple functional areas to reduce the negative impact of functional barriers.
- Identifies opportunities to support the professional and technical development of staff. Actively demonstrates effective human relations skills, understanding and influencing performance, in the process of motivating and developing others.

Other Characteristics

- Ability to exercise good judgment in stressful and difficult situations; and to analyze the effectiveness of the Fire Department and to implement needed changes.
- Organization and time management skills, sometimes under strict time constraints.

- Emergency response.
- Frequent change of tasks.
- Independently performs multiple complex tasks simultaneously.
- Constant interruptions, requests for service, and changes in tasks.
- Working closely with others as part of a team.
- Work effectively with sensitive and confidential issues and information.
- May work a non-traditional work schedule.
- May require additional hours outside of normal schedule, such as nights, weekends, holidays, standby, and emergency call or emergency on-call.
- May require dealing with angry, frustrated and/or upset individuals.

Physical Conditions & Additional Information

Physical Demands:

- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects
- During emergency training and active emergency situations may be required to lift and/or carry in excess of 100 pounds.
- Frequently required to sit, stand, and move; talk; use hands to finger, handle, activate, use, prepare, inspect, place, carry, detect or position objects, tools, or controls; and reach and stretch with hands and arms with full range of motion. Frequent repetitive motions.
- May be subject to more heavy-duty work including requirements to position self to climb or balance; jump; stoop; kneel; crouch or crawl; and taste or smell.
- Must be able to wear a self-contained breathing apparatus, including passing a fit for seal test.
- Must be able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations
- Ability to observe details at close range (within a few feet of the observer).

Machines, Tools, Equipment, Software and Hardware:

- Typically requires use of standard office equipment and telephone, and related computer software and hardware; use of appropriate firefighting or emergency services machines, tools, and equipment; and any other equipment as appropriate or as assigned.

Work Environment:

- Work is usually performed in an office environment where there may be exposure to computer screen for extended periods of time, monitor glare, and dust.
- May perform in an outside environment depending on situation.
- Employee is considered essential emergency personnel. This position is required to work during emergency situations and may have regular on-call periods and is subject to be recalled for work at any time.
- During emergency situations the work may be performed in varied environments utilizing department assigned clothing and equipment (personal protective equipment, body armor and other specialty equipment). Work may be performed in challenging terrain, tight or confined spaces, remote settings, in or around traffic/roadways, and unprotected heights. Work may be performed in extreme temperatures and may involve exposure to fumes or airborne particles, toxic or caustic chemicals, hazardous conditions, and a risk of electric shock and vibration. The noise level in the working environment may vary from quiet to loud during firefighting or EMT activities.
- During an emergency situation the work may be performed with other environmental conditions such as, working under rioting conditions, sporting events (some in excess of 50,000 participants) and musical concerts in excess of 12,000 participants.

The City of Charlottesville is an Equal Opportunity Employer and supports workforce diversity at all levels of the organization. The City prohibits discrimination on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status,

physical or mental disability, genetic information, or any other characteristic protected by federal, state or local laws. The City is dedicated to this with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Requests for reasonable accommodation by individuals with disabilities may be requested by contacting Human Resources at (434) 970-3490 or hr@charlottesville.gov.

The City of Charlottesville conducts job related background checks, reference checks, and pre-employment drug tests, in accordance with federal, state, and local law, of applicants who reach the final stages of the employment selection process. The City's policy has not changed because of the decriminalization of marijuana in the Commonwealth of Virginia. Marijuana remains an illegal drug under federal law, and it continues to be a violation of the US Department of Transportation regulations and the City's policy prohibiting employees from testing positive for marijuana.

Employer

City of Charlottesville

Address

P. O. Box 911
605 East Main Street
Charlottesville, Virginia, 22902

Phone

(434) 970-3490

Website

<http://www.charlottesville.gov/jobs>