

## DEPUTY FIRE CHIEF

DEFINITION:

Under administrative direction, assists in the general management of the Fire Department through supervision and evaluation of various divisions. The responsibilities include planning and directing fire suppression, fire training, fire prevention, emergency preparedness and administrative activities and performing related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Deputy Chief is distinguished from the Fire Battalion Chief in that an employee in this class is directly responsible for the supervision, management, evaluation and coordination of the overall activities of one or more Divisions within the Fire Department. The Deputy Chief - Operations supervises the Shift Commanders and administers all activities associated with the Operations Division and Training Division. The Deputy Chief - Fire Marshal supervises the Assistant Fire Marshal and Fire Inspectors and administers all activities associated with the Fire Prevention Division; supervises and administers the business office. The Deputy Chief is responsible to represent the Department in matters of policy, rules, regulations and law in the absence of the Fire Chief. The Deputy Chief serves as Acting Fire Chief as assigned. In addition, the Deputy Chief will serve as Duty Chief.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification:

1. Responds to major alarms as necessary.

Measures: Respond quickly and safely; effectively mitigate emergencies.

2. Develops and supervises the delivery of training on all shifts and for the Fire Prevention Division.

Measures: Training developed and delivered regularly and consistently in accordance with recognized standards.

3. Administers both the City and Department rules and regulations.

Measures: Maintain effective staff discipline, morale and efficiency.

4. Develops and administers Division and Department budget.

Measures: Complete and administered within established goals.

5. Attends and makes presentations at Staff, City Council and professional association meetings.

Measures: Regular attendance and effective communications.

6. Maintains open lines of communication with subordinate staff and other City departments.

Measures: Effective communications.

7. Manages operational activities.

Measures: Safe, efficient and consistent operations among all three shifts and divisions.

8. Prepares memoranda, directives and a variety of technical reports and directives.

Measures: Well written documents which are clear, concise, accurate and have no errors in grammar, punctuation and spelling.

9. Responds to complex requests for information and complaints.

Measures: Responding to inquiries with customer service in mind. Information must be accurate and customer must be treated with respect and courtesy.

10. Serves as Department Safety Officer.

Measures: Ensure that bi-monthly safety meetings are conducted. Further, ensure that all operations are conducted safely and that State and Federal safety standards are met.

11. Assists in the development of and ensures application of goals, objectives and policies.

Measures: Department goals are not open to interpretation and are completed on-time. Policies are not open to interpretation and are uniformly adhered to throughout the organization.

12. Represents the Department in labor relations matters.

Measures: Effective communications with bargaining units and City Labor Relations Officer. Represents the best interests of the Department and City.

13. Supervises and participates in investigating fires for cause and origin.

Measures: Investigations completed timely and accurately.

14. Directs the weed, rubbish and trash removal program along with the vegetation management program.

Measures: Annual abatement activities and complaints addressed within established time frames and in conformance with local ordinances and state law.

15. Conducts highly technical plan reviews and field inspections.

Measures: Completed within established time frames with a high degree of accuracy.

16. Performs related duties as assigned.

## QUALIFICATIONS:

### Knowledge of:

The principles and practices of fire prevention and suppression; fire fighting equipment and apparatus; appropriate City and State codes relating to fire prevention, operations and safety; City and Departmental rules and regulations; labor relations; and modern management, business and accounting principles.

### Ability to:

Interact effectively with the public and employees. Develop training programs and priorities; develop lesson plans to train others; instruct Department personnel; maintain effective discipline and morale; develop and administer a comprehensive fire prevention program; interpret construction plans and specifications and develop and implement fire loss management policies and procedures; prepare accurate reports and keep accurate records; prepare short and long term plans for the Department; and prepare and administer assigned portions of Department budget.

### Education:

Any combination of training and experience that provides the required knowledge, skills and abilities is qualifying; typical education would include a Bachelor's Degree, from an accredited college or university, or equivalent college level courses in fire administration, suppression and fire prevention. California State Fire Marshal, or equivalent, certification as a Fire Investigator, Fire Prevention Officer, Fire Instructor, and Chief Fire Officer is desirable.

### Experience:

Typical experience would include ten years of progressive relevant experience in the fire service, including exposure to fire service administration activities, as well as all aspects of fire department operations, EMS, prevention, communications, training and disaster preparedness. A minimum of five years at a rank equivalent to Battalion Chief.

### Special Requirements:

Possession of the appropriate California driver's license, or the ability to obtain one within ten days of appointment.

Prior to completion of probationary period, must establish residency within 30 minutes driving time of fire headquarters.

REV 5/99  
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