

Deputy Fire Chief

DEFINITION

Under administrative direction, performs highly responsible technical and professional work in support of the strategic planning, management, and administration of the Fire and Emergency Services Department. The Deputy Fire Chief is second-in-command and manages the day-to-day operations; directs and coordinates activities of personnel under their command; collaborates with internal and external stakeholders; administers training; manages programs and budgets; responds to major emergencies to exercise incident command; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Fire Chief. Exercises direct and indirect supervision over sworn and civilian management, supervisory, technical, and administrative staff.

CLASS CHARACTERISTICS

The Deputy Fire Chief is distinguished from lower-level fire management staff by its broader scope and complexity of functional responsibility and oversight of emergency and non-emergency functions, including budget, purchasing, grant management, policy and rule development, and decision-making authority in matters affecting the prioritization of department services. Incumbents interface and collaborate frequently with City staff; public officials; state, federal, and local agencies; other public and private organizations; and the public; and assists the Fire Chief in the development, proposal, and implementation of programs designed to provide quality fire protection services and maintain excellent customer service. This position requires strong leadership and project management skills, analytical aptitude, excellent attention to detail, and effective communication and presentation skills. This classification is distinguished from Fire Chief in that the latter class has overall responsibility for the Fire and Emergency Services Department.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Plans, develops, and implements department goals, objectives, policies, procedures, and work standards; delegates authority and responsibility to meet established goals and objectives.
- Analyzes and reports to the Fire Chief on the effectiveness and efficiency of departmental operations.
- Prepares, reviews, and presents detailed staff reports.
- Serves as the Deputy Director of the Emergency Operations Center in the absence of the Fire Chief in accordance with the City's Emergency Operations Plan.
- Oversees personnel actions within the department, including, but not limited to, conducting personnel investigations, and recommending discipline in accordance with City rules and regulations, memorandums of understanding, the California Firefighter Bill of Rights, and other applicable laws and regulations.
- Develops, implements, and maintains programs related to departmental activities, ensuring

applicable federal, state, and local fire codes and laws are understood and enforced by department staff.

- Works with department managers to ensure the efficient organization and allocation of personnel, capital outlays, and operations to provide effective customer service and prioritization of service needs.
- Establishes and implements effective training, communications, and safety standards throughout the department to assure emergency readiness.
- Supervises leadership, technical, and support staff, including employee development and training, assigning work, mentoring, performance evaluations, and hiring and selection.
- Oversees fire suppression and operations to ensure rapid response and proper staff deployment during emergencies; works with City staff, other jurisdiction leadership, and command staff to make complex and decisive technical and safety decisions.
- Participates in the development, implementation, and monitoring of annual departmental budget: prepares reports and recommendations concerning proposed city activities and their financial and/or staffing impact on the City and the department.
- Provides incident command and management at large scale emergencies; supports routine emergency management operations as needed.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups, and the public.
- May act as the Fire Chief in their absence.

QUALIFICATIONS

Knowledge of:

- Management principles and practices necessary to plan, analyze, develop, direct, and evaluate various programs, administrative policies, organizational structure, and life-safety practices.
- Current, widely accepted emergency response practices in the areas of medical, fire, hazardous materials, technical rescue, and Emergency Operations Center.
- Principles and practices of budget development, administration, and accountability.
- Contemporary leadership principles and practices applicable to a modern, service-oriented fire department.
- Applicable federal, state, and local laws, codes, and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution, including public outreach.
- Current principles, practices, methods, and techniques of fire and life safety, fire prevention, fire suppression, emergency medical response, emergency planning, hazardous materials response, risk management, and the operation, maintenance, and use of modern firefighting and rescue equipment.
- Principles of employee supervision and personnel management, including labor laws, fire rescue training, succession training, coaching, counseling, and discipline.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural, and

ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, and implementing division goals, projects, policies, practices, and internal controls for the department.
- Balancing competing public interests and effectively addressing critical community concerns directly associated with the health, safety, and general welfare of the entire community.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Using tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Selecting, training, reviewing, coordinating, mentoring, and evaluating the work of staff.
- Establishing cost-effective staffing and operational plans.
- Establishing and maintaining cooperative and effective working relationships with City staff, government agencies, community groups, vendors, contractors, and the public and representing the department in community relations efforts.
- Performing complex, analytical, and legal research work and analysis.
- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Making effective command decisions in emergency situations.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major course work in fire science, fire technology, business administration, public administration, or other related field and eight years of increasingly responsible full-time experience in an agency providing a full range of urban fire protection services.

Additional experience as outlined above may be substituted on a year-for-year basis for the educational requirement up to a maximum of two years.

Licenses and Certifications:

Requires the possession of the following:

- Valid California Class C driver's license and a satisfactory driving record
- Company Officer certification issued by the California Office of the State Fire Marshal
- Advanced Incident Command System for Command and General Staff (I-400)
- Hazardous Material First Responder Incident Commander certification within one year of appointment
- Strike Team Leader Engine (STEN) qualified within two years of appointment, opportunities permitting.

At the Fire Chief's discretion, required certifications above may be substituted with other state and/or federal certifications for current Chief Officers with a minimum of two years of experience. If substituted, completion of a Company Officer certification issued by the California Office of the State Fire Marshal must be completed within one year of appointment.

Possession of the following is desirable:

- Chief Fire Officer certification issued by the California Office of the State Fire Marshal
- Executive Chief Fire Officer certification issued by the California Office of the State Fire Marshal
- Qualification under the National Wildfire Coordinating Group guidelines in one or more ICS positions

Physical Demands:

Must possess ability to work in a standard office environment, using a computer and keyboard often for extended periods of time; mobility to work in an emergency incident setting and use power and hand tools and equipment; mobility to function at various field sites; physical stamina to perform work at an emergency incident, work on uneven terrain and lift and carry equipment and materials weighing over 100 pounds; mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to operate a motor vehicle and to visit various City meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, over the telephone and a two-way radio.

Other Requirements:

Incumbents in this classification work a 40-hour week schedule but may on occasion be required to work unusual hours and respond to fire/emergency calls within a reasonable response time as required by department policy with little or no notice. Attendance at off-hours meetings and occasional travel are required. Due to the varied and unpredictable nature of the work, incumbents may also be required to work under the following conditions:

When responding in an emergency, incumbent may be subject to unpredictable interruptions of sleep periods during which they must function effectively, including directing the work of others in emergency situations. While performing many emergency-related duties, they are required to lift, carry and/or drag objects such as a hose line or smoke ejector weighing up to 80 pounds, wear special protective clothing weighing up to 100 pounds, wear a self-contained breathing apparatus weighing up to 80 pounds for short or long distances and often in combination; lift and carry victims weighing up to 160 pounds, which requires use of the stomach and lower back muscles to support the body; must be able to observe or monitor people or objects to ensure compliance with safety standards; stand, sit, or walk for extended periods of time, unable to rest at will; use explosive strength, as in sprinting or jumping; walk over rough, uneven or rocky surfaces; use arms above shoulder level; bend or stoop repeatedly or continually over time; use common hand tools, such as hammers, saws, and screwdrivers; be able to hear a variety of warning devices and alarms, gas leaks, and/or calls for help; operate mechanical rescue equipment and monitor proper safety techniques in the use of such equipment; and use precise arm hand positioning and movements, such as when operating a chain saw or using emergency medical rescue equipment. Incumbents are exposed to a variety of weather conditions and are exposed to elements, including smoke, heat, flames, hazardous chemicals, and blood and other bodily fluids; they must tolerate very hot and very cold temperatures; work in small, cramped crawl spaces, areas where vision is limited, and/or at heights,

including on roof tops and/or ladders; and distinguish among colors, including colors of smoke and flame, color coded equipment, hazardous materials identification placards, and wires, in order to identify or respond to potentially dangerous situations.

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.