



Job Description

Job Title:	Deputy Fire Chief	Date Created:	08/2019
Department:	Fire	Date Revised:	
Job Code:	18.4501	Bargaining Unit:	FSA
		FLSA:	

Summary of Duties: Under administrative direction, manages, supervises and directs the activities of major programs and divisions of the Fire Department, which include: Fire Operations, Training, Emergency Medical Services (EMS), Hazardous Materials (HAZMAT), and Fire Administration. Manages various department-wide programs.

Distinguishing Characteristics: Receives general direction from the Fire Chief. Exercises direct supervision over subordinates in assigned fire department divisions, programs, and activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

(These functions are representative and may not be presented in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, manages and reviews divisional goals, objectives and activities in support of departmental goals and objectives.
2. Administers and enforces the policies, procedures, rules and regulations of the department and the city.
3. Develops, implements and maintains programs related to departmental activities, insuring that applicable federal, state and local fire codes and laws are understood and enforced by department staff.
4. Responsible for the supervision of assigned personnel, including assignment, motivation, training, development, performance evaluation, counseling and discipline.
5. Directs emergency operations as the Incident Commander at multiple alarm emergency incidents.
6. Performs a variety of duties in the suppression of fires, rescue operations, treatment of hazardous materials, and other emergency situations.
7. Coordinates fire department activities with other city departments and other agencies.
8. Prepares written and oral reports.
9. Prepares and monitors the budget for assigned divisions.
10. Analyzes and identifies Department training needs; researches, develops and recommends training programs for department.
11. May attend meetings of the City Council, boards, task forces, and commissions to provide technical and operational information on division activities.
12. Prepares technical and administrative reports and correspondence for the Fire Chief, City Manager, City Council and others.
13. Prepares periodic reports on routine operations and special reports and studies as required.
14. Represents the City and/or the Fire Chief when dealing with various private and public organizations; provide technical support, advice and recommendations.
15. Insures the proper company inspection of commercial and industrial buildings, schools, public buildings, and other structures to comply and regulations pertaining to the prevention of fires.
16. May review building plans and specifications for operational impacts and regulations.
17. Interfaces with administrative and technical staff to coordinate inter-departmental work projects and special programs.
18. Responds to complaints and inquiries in writing, by phone, or in person.
19. Supports and may participate in investigation, apprehension and prevention of arson and code violations.

20. Perform as a strike team leader or other incident command overhead positions for in-county strike teams.
21. Once qualified, may perform as a strike team leader or other overhead positions for out-of-county responses.
22. Acts as Fire Chief in the Chief's absence as assigned.
23. Promotes and maintains safety in the work place.
24. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of:

- Principles, practices and techniques of Fire Department administration and operation.
- Principles and practices of management and supervision, including techniques of personnel administration and training.
- Methods and principles of fire suppression, investigation, and prevention.
- Fire apparatus, equipment, tools, devices, facilities and their proper utilization, maintenance requirements and methods.
- Fire related codes and ordinances; applicable federal, state and local regulations.
- Staff scheduling and resource allocation.
- Report writing techniques to include contractual obligations with county and other outside agencies.

Ability to:

- Effectively manage assigned divisions; administer suppression division's budget; perform responsible personnel administration duties.
- Command and control the City's fire stations and direct suppression crews under emergency situations.
- Properly interpret and make decisions in accordance with laws, regulations and policies of the fire department.
- Analyze a variety of administrative problems and make sound policy and procedural recommendations.
- Compile costs, prepare budgets and interpret statistical data.
- Develop and implement goals, objectives, policies and procedures.
- Understand and act upon personnel matters including taking disciplinary action, and promotions.
- Effectively lead, motivate, train and evaluate personnel.
- Communicate clearly and concisely, both orally and writing.
- Establish and maintain effective working relationships within the city as well as others outside the city.

Education: Bachelor's Degree from an accredited college or university with a major course of study in fire protection technology, public or business administration, fire protection engineering or closely related field. A Master's Degree from an accredited college or university with a major course of study in fire protection engineering or closely related field is highly desirable.

Experience: Non-Probationary Chief Officer. Effective July 1, 2020, four (4) years of concurrent municipal firefighting experience as a Fire Chief Officer.

Licenses and Certifications:

- Possession of a valid (Class C) California Driver's License and compliance with the City's vehicle use policy.
- Possession of a valid State of California Emergency Medical Technician – Defibrillator (EMT-D) and valid CPR certificate

- Possession of California State Board of Fire Services Fire Officer certification or equivalent.
- Possession of Incident Command System (ICS) 400 Certificate.
- Possession of National Incident Management System (NIMS) 700 and 800 certificates.
- Possession of California State Board of Fire Services Chief Officer certification within two (2) years of appointment.
- Possession of California State Board of Fire Services Fire Instructor I certificate within six (6) months of appointment.
- Possession of Hazardous Materials On-Scene Commander Certificate within one (1) year of appointment.

Special Requirements: May be required to work unusual hours, nights, weekends, and holidays. While off duty, may be required to respond to fire, emergency, or local disaster incidents as required by Fire Department Policy.

Physical Demands and Working Conditions: Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on a two-way radio, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment, and to move about the scene of a fire or other emergency situation, a physical strength to lift up to 30 lbs; physical stamina sufficient to sit for prolonged periods of time; Mental acuity to maintain calm efficient judgment in serious situations involving quick action or mental stress and to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS: Business office working environment and occasional work in the field in emergency situations, subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally working in the field at a fire scene or emergency in all types of climate subject to various weather conditions. Physical mobility sufficient to move about the work environment including walking on wet uneven surfaces, ability to drive an automobile.