



CLASS SPECIFICATION

DEPUTY FIRE CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction of the Fire Chief, performs professional fire administrative and managerial duties involved in supervising and coordinating assigned programs, activities, and operations of both the paid and volunteer staff of the Fire Department including operations, fire prevention, training, facility/equipment maintenance, emergency medical services, disaster preparedness, and related programs, services, and operations; may respond to incidents to perform duties as required and/or assume command responsibilities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Fire Chief. Exercises general supervision over assigned professional, technical, administrative and volunteer staff.

IDENTIFYING CHARACTERISTICS

The Deputy Fire Chief has responsibility for the management of Fire Operations that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of programs including development of objectives, design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. Incumbents at this level exercise discretion in applying general goals and policy statements and in resolving organizational and service delivery problems. Incumbents organize and direct the work of subordinate staff, assume significant responsibility for a variety of personnel activities in such areas as selection, training, motivation, and disciplinary actions, and assume significant responsibility for the preparation and administration of the assigned budget. May serve in the absence of the Fire Chief.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties of a comparable level from those set forth below to address business needs and changing business practices.

1. May respond to alarms as required by departmental policy and assumes command of operations and responds to emergency medical calls on a first responder basis, as needed.
2. Assumes management responsibility for assigned programs, activities, and operations of the Fire Department including operations, fire prevention, training, facility/equipment maintenance, emergency medical services, disaster preparedness, and related programs, services, and operations.
3. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and services; recommends and administers policies and procedures; develops programs related to local, state, and federal mandates.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. Oversees and participates in the development and administration of the assigned annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
6. Plans, directs, coordinates, and reviews the work plan for assigned fire department staff both paid

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and volunteer; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

7. Participates in the selection and evaluation of assigned personnel; prepares performance evaluations and reviews evaluations for shift personnel as assigned; implement discipline and termination procedures.
8. Oversees the development and implementation of the Department's training programs; develops and implements training programs for firefighting, emergency medical, and other emergency response services and programs; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; works with employees to correct deficiencies; enforces departmental policies and procedures and recommends disciplinary action, as necessary; maintains and reviews training records.
9. May oversees and participates in the development and implementation of the Department's public education and public relations activities; coordinates public relations activities and interact with various news media; may design, develop, supervise, and participate in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire and burn prevention.
10. Oversees the development and implementation of the Department's equipment/ apparatus maintenance and testing program; supervises and conducts maintenance and repairs of radios, pagers, and alert monitors; plans and reviews the maintenance, testing, and repair to self-contained breathing apparatus; plans and supervises ladder testing and annual pumper and hose tests; evaluates, maintains, and replaces personal protective equipment and station uniforms for assigned personnel; maintains medical aid equipment and supplies.
11. May supervise and participate in fire cause and origin determinations; determines preliminary origin and cause of fire at emergency scenes; obtains and preserves evidence.
12. Completes, prepares, and reviews a variety of forms, reports, schedules, recommendations, and related documentation; prepares emergency scene reports; prepares accident, injury, and exposure reports; reviews reports submitted by subordinate staff including engine company reports.
13. Provides staff assistance to the Fire Chief; participates in the development and implementation of emergency plans; prepares and presents staff reports and other correspondence as appropriate and necessary; performs a full range of other departmental administrative duties.
14. Serves as liaison for the Fire Department with other divisions, departments, and outside agencies.
15. Maintains skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
16. Performs related duties as required.

KNOWLEDGE AND ABILITIES

Ability to:

- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Effectively use specialized fire suppression tools and equipment, including safety equipment. Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Observe and follow safe firefighting and work practices.
- Work varied shifts, on weekends or during holidays.

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- Operate modern office equipment and computers, including applicable software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Principles, practices, methods and techniques of modern fire and life safety, fire suppression, fire investigation, emergency medical services and disaster preparedness activities; hazardous materials response, and associated programs, services, and operations.
- Operational characteristics, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Laws, codes, ordinances, and regulations related to City.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Incident Command System (SEMS/NIMS).

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

An Associate's degree from an accredited college with major course work in fire science, fire administration, public administration, or other related field, and successful completion of a state-certified fire academy. Bachelor's degree highly desired.

Experience:

Seven years of increasingly responsible fire service experience including three years of supervisory or administrative experience at a level comparable to that of a Fire Captain with the City of Suisun City.

License or Certificate:

Possession of a California Class C License with a Firefighter Endorsement.

Possession of Firefighter I and II Fire Officer, and Chief Fire Officer certifications issued by the State of California.

Possession of Fire Instructor certification or ability to obtain certification.

Possession of appropriate, valid EMT and CPR certifications

Possession of Fire Investigator certification and ability to maintain PC 832 certification as required for the Fire Investigator certification. **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc.; wear protective apparel including goggles, face protector, aprons, safety shoes, and self-contained breathing apparatus; incumbents may be

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required to work extended hours including evenings and weekends and may be required to travel outside city boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment. Ability to operate in high stress fire suppression and rescue environment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

OTHER CHARACTERISTICS

This classification is at a mid-management level distinct from the Fire Captain classification, which focuses on line supervision of crew during an assigned shift. It is distinct from the Fire Chief classification, which is responsible for executive management of the entire Department.

FLSA Status: Exempt

Work Hours: May be assigned to a variety of shifts but primarily works a 40-hour or alternative 9/80 schedule.

Similar Job Titles: Division Chief