

## **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, directs, manages, supervises, and coordinates the activities and operations of the Fire Division within the Public Safety Department including fire suppression, fire prevention, code enforcement, emergency medical services, and related services and activities; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Chief of Police/Director of Public Safety.

### **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 from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the Fire Division within the Public Safety Department including all fire suppression, fire prevention, code enforcement, emergency medical services, and related functions and activities.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures; oversee and participate in the development of new fire ordinances.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for fire service staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate fire service personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Ensure that equipment, safety clothing, apparatus, and supplies are specified, purchased, received, and distributed in an effective manner and consistent with City policy.
8. Serve as the liaison for the Fire Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues; coordinate special community programs.
9. Coordinate and assist in the City's emergency disasters mitigation and civil defense plan; coordinate and manage the City's Emergency Operations Center (EOC); coordinate and collaborate with other agencies that share the technologies and workspace within the joint operations that occur in the EOC.
10. Develop and maintain lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinate joint operations with outside agencies; mitigate conflicts with other

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departments or agencies; oversee and participate in the development of new fire mutual aid and automatic agreements and procedures.

11. Respond to emergency and non-emergency incidents; utilize the incident command system to direct activities and communications in fire and/or emergency situations; take action to mitigate hazards and treat patients; make decisions affecting life and property under emergency circumstances; develop tactics and strategies for major or critical incidents.
12. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
13. Provide responsible staff assistance to the Chief of Police/Director of Public Safety; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fire programs, policies, and procedures as appropriate.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of fire science and emergency medical services; incorporate new developments as appropriate.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Assume responsibility of the Fire Division in absence of the Public Safety Director.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of an emergency service program including fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.  
Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.  
Advanced principles and practices of program development and administration.  
Incident command administration techniques.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations.  
Problem solving techniques and methodology.  
Local concerns and political issues.  
Methods and techniques of public relations.  
Methods and techniques of emergency medical response.  
Principles and practices of disaster preparedness, response, and recovery.  
Operational characteristics of fire apparatus and equipment.  
Principles of business letter writing and report preparation.  
Public safety computer systems.

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**Ability to:**

Oversee and participate in the management of a comprehensive fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Retain presence of mind and act quickly and calmly in emergency situations.

Operate and effectively use specialized fire tools and equipment including safety equipment.

Operate modern office equipment and computers including applicable software applications; learn to effectively use a variety of departmental computer and computer related equipment.

Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.

Work effectively with a variety of community groups.

Effectively present and communicate information/directions in one-on-one and small group situations to the general public and other employees of the organization.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Work irregular and on-call hours including weekends, evenings, and holidays.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**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:**

Bachelor's degree from an accredited college or university with major course work in fire science, fire administration, business or public administration, or a related field.

**Experience:**

Eight years of broad and extensive experience in all major phases of professional fire fighting including five years of administrative and supervisory experience at a supervisory level of Battalion Chief and/or Fire Captain.

**License or Certificate:**

Possession of Fire Officer certification.

Possession of an appropriate, valid driver's license.

**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:** Work is performed in a standard office with frequent travel to various locations to attend meetings and/or perform Department activities in responding to emergency scenes, disasters,

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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 required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to mandatory call back at any time.

**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; perform arduous and prolonged tasks under adverse and dynamic conditions; 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.

**Vision:** See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

Bargaining Group: Mid-Manager  
FLSA Status: Exempt

June, 2007  
*Johnson & Associates*

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Deputy Fire Chief position and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\*Management has the right to add or change these duties of the position at any time.