



CENTRAL COUNTY FIRE DEPARTMENT

DEPUTY FIRE CHIEF

Department: Fire
FLSA Status: Exempt, Managers

Bargaining Unit: Unrepresented
Revision Date: 10/01/08

DEFINITION

This is an at-will, unrepresented position reporting to the Fire Chief, and exercising supervision over the Operations, Training, EMS and Prevention Divisions. Provides highly responsible and technical staff assistance; demonstrates a strong commitment to high quality customer service, community investment and participative management.

ESSENTIAL DUTIES

- Assist in the development of goals, objectives, policies and standards; recommend contemporary practices.
- Plan, direct, supervise and coordinate the activities of sworn and non-sworn personnel in providing an acceptable level of Fire protection, emergency medical care, hazardous release containment, rescue and related emergency services.
- Formulate, interpret, implement and enforce rules, procedures, practices and policies;
- Research and evaluate modern fire protection methods.
- Direct the implementation of in-service training programs for assigned personnel.
- Review employee performance evaluations and take appropriate action where necessary.
- Assist in preparation and administration of the Fire Department budget.
- Confer with citizens and City officials on fire protection and emergency service issues and assist in the development of innovative fire service practices.
- Assist in coordinating fire protection activities with the activities of other City departments and other emergency services agencies.
- Supervise, train and evaluate staff.
- Oversee personnel actions including investigations, discipline, recruitment and labor relations activities.
- Serve as Acting Fire Chief.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Modern principles and practices of fire protection, hazardous materials, prevention and suppression program development, and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of organization, administration, budget and personnel management.
- Pertinent Federal, State and local laws, codes and regulations including those pertaining to fire prevention, inspection and suppression.
- Modern and advanced technology used in municipal government.

Ability to:

- Assume command of the department in the absence of the Fire Chief.
- Plan, direct and organize fire suppression, fire training and support activities.
- Develop and implement fire loss management policies and standards.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of department goals.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Prepare and administer a budget.
- Formulate and recommend sound departmental policy.
- Communicate clearly and concisely, both verbally and in writing.
- Prepare and deliver presentations to elected and appointed officials as well as employees and members of the community.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Understand that every problem can be resolved more than one way and demonstrate a willingness to listen for other solutions.
- Evaluate current technology and methodology and make recommendations for change as needed.
- Provide direction and leadership to ensure consistent application of policies and coordination of activities, within and external, to the department.

Education & Experience:

- Two (2) years as a Battalion Chief or higher position or eight (8) years as a Fire Captain
- A Bachelor's Degree from an accredited college or university with a major in either Fire Science, Public Administration, Psychology or a closely related field

License or Certificate:

- Possession of a California Chief Officer, Fire Prevention Officer III and/or Master Instructor certification is desired.
- Valid California State Driver's License
- National Incident Management Systems Certification

SPECIAL REQUIREMENTS

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift 25 pounds; some exposure to cold, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, smoke and explosive materials. Ability to work cooperatively with the public, other departments and those encountered in the course of work; to remain calm during emergencies; to deal calmly with fire personnel and irate citizens or difficult problems, handling situations with tact and firmness. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.

Human Resources Director

Date

Department Head Approval

Date