

FIRE DEPUTY CHIEF

DEFINITION

Under direction, administers the activities of one of the Fire Department's divisions or other area of responsibility as assigned.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Fire Chief. May exercise supervision over sworn and non-sworn personnel.

DISTINGUISHING CHARACTERISTICS

Fire Deputy Chief is the division manager level in the Fire series and reports directly to the Fire Chief. Incumbents administer one or more of the following divisions: Operations, Prevention & Support Services, and/or Training, or other. Incumbents assist the Fire Chief in planning and directing programs which affect the mission of the department and, through Fire Battalion Chiefs and other managers, plan, coordinate and manage the activities of the division to which assigned. In the absence of the Fire Chief, a Deputy Chief will assume full command responsibility for the operations of the Fire Department. These are unclassified positions in which incumbents serve at the will of the Fire Chief.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to the following:

Assists the Fire Chief in the development and implementation of departmental goals, policies and procedures, and priorities of the department.

Informs the Fire Chief of day-to-day activities and any unusual occurrences.

Analyze staffing, efficiencies, resource allocation and training practices within assigned division to continually improve the delivery of department programs and services.

Assumes responsibility for the management and efficient operation of a division through the distribution of work, personnel, resources and apparatus within the department.

Assists in the development of administrative policies and procedures and works to develop short and long range plans and improvements to provide effective fire and life safety protection for the community.

Assists the Fire Chief In the preparation and management of the department budget; and controls and monitors expenditures within respective divisions.

Reviews, evaluates, implements, and updates programs, policies and procedures for effectiveness, and develops strategies to provide continuous improvement.

Projects future fire protection needs, maintains liaison with other City departments involved in the planning processes that interact with their divisions and the department as a whole.

Prepares and presents oral and written reports; may attend internal and external meetings as deemed appropriate and/or necessary by the Fire Chief.

Responds to emergency incidents when necessary and may take command of such incidents, using identified and adopted City emergency scene management principles, guidelines and procedures.

Plans, implements and directs new employee and in-service training programs within respective divisions.

Coordinates with department managers to effectively administer the rules and regulations.

Evaluates operational service delivery areas to identify where improvements may be needed; evaluates and proposes new programs or program modifications to meet operational needs, to include cost analysis of program options.

Prepares and/or reviews reports and keeps necessary records which comply with Federal, State and local laws and fire protection standards.

Appraises and counsels subordinates on matters pertaining to job expectations and performance of both the department and performance of personnel.

Provides career counseling for subordinates for the purpose of personal development and identification of specific training and educational needs.

May represent the department by active participation and membership in civic and community organizations, as well as professional organizations at the city, state, national and international level.

May be assigned work from other divisions, or reassigned to cover absences, provide relief to equalize and/or balance workload.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods and practices of management, leadership, public administration and labor relations.

Principles and practices of budgeting and contract administration.

Principles, practices and techniques of contemporary firefighting and rescue operations.

Incident Command System (ICS) practices and emergency planning.

Laws, rules and regulations related to fire control and prevention.

Department policies and procedures as well as safety rules and regulations.

Emergency communications procedures.

Contemporary training techniques.

Principles, practices and techniques of planning, research and development.

Skills to:

Operate modern office equipment including computer equipment and associated software.

Respond in emergency situations and command large-scale operations of personnel and equipment under dynamic conditions.

Conduct strategic planning and implement programs.

Safely operate a motor vehicle.

Ability to:

Provide project oversight and accountability within the Division assigned.

Provide active leadership in accomplishing goals

Maintain high standards of service and hold others accountable for such standards.

Evaluate emergency situations and implement effective action.

Supervise and direct subordinate personnel.

Establish and maintain effective working relationships with others.

Communicate concisely, constructively and effectively orally and in writing.

Make effective public presentations to a variety of groups.

Prepare and present comprehensive detailed written reports.

Analyze data and make sound recommendations or decisions.

MINIMUM QUALIFICATIONS

Experience:

Current appointment and permanent status as a Fire Battalion Chief for the City of Fresno Fire Department; and

Education:

Bachelor's Degree from an accredited college or university in a related field.

OR

Experience:

Current appointment and five years of continuous service at the rank of Fire Captain with the City of Fresno Fire Department; and

Education:

Bachelor's Degree from an accredited college or university in a related field.

OR

Experience:

Two years' experience equivalent to that of a Battalion Chief or Deputy Chief Officer with the City of Fresno.

Education:

Bachelor's degree from an accredited college or university in a related field.

Desirable Qualifications:

Graduation from an accredited college or university with a Master's Degree in a related field is preferred. Desirable qualifications include: Chief Fire Officer (CFO), Chief Officer Series for the State of California, Executive Fire Officer (EFO), NFPA Fire Officer Certification I, II, III, IV, and involvement in municipal, regional or state community service.

Necessary Special Requirements:

Possession and maintenance of a valid California Driver's License is required during the entire term of employment as Fire Deputy Chief.

National Fire Academy Executive Officer (EFO) or California State Fire Marshal Chief Officer or Chief Fire Officer (CFO) through the Commission on Professional Credentialing will be required to be completed within five years of appointment to a Fire Deputy Chief position.

In accordance with the Career Development Program Instruction 99, future recruitments commencing January 1, 2008, for Fire Deputy Chief will require possession of a Bachelor's degree from an accredited college or university in a related field as part of the Minimum Qualifications.

NOTE: Permanent appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary period.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 3/19/18

Revised MAH: 09/07/06
Revised JTC:TJM:KGP: 01/29/16
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