

DEPUTY FIRE CHIEF

DEFINITION

Under general direction, the Deputy Fire Chief performs responsible administrative and management duties in the Fire Department; manages and oversees the Fire Department's Division activities; develops Division goals and objectives; coordinates activities with other Fire Department managers, City officials, and outside organizations; helps ensure Department compliance with and enforcement of applicable Federal, State, and local laws, ordinances, and codes, or other areas of responsibility as assigned.

SUPERVISION RECEIVED/EXERCISED

General direction is provided by the Fire Chief. Incumbents supervise sworn and civilian employees performing a full range of fire service management, supervisory, professional, technical, and support duties.

DISTINGUISHING CHARACTERISTICS

Deputy Fire Chief is the senior management level in the Fire series and reports directly to the Fire Chief. The Deputy Fire Chief is assigned broad responsibility for overseeing one or more major Divisions within the Fire Department and may act in the absence of the Fire Chief. Duties are primarily administrative and managerial in nature, and incumbents perform work involving significant authority for various day-to-day operations within their assigned Division(s). Incumbents interface frequently with public officials, State/Federal/local agencies, other public and private organizations, and the general public. The Deputy Fire Chief assists the Fire Chief in the development, proposal, and implementation of programs designed to provide quality fire protection services and maintain excellent customer service within the Department's jurisdiction.

This classification is distinguished from the lower classification of Fire Battalion Chief in that the Deputy Fire Chief is responsible for Division activities, while the Fire Battalion Chief manages/supervises a section within a Division. This classification is distinguished from the Fire Chief in that the latter classification is responsible for all Fire Department activities. The Deputy Fire Chief is an unclassified position 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.

Plans, organizes, manages, leads, and directs the operations of one or more Divisions within the Fire Department; develops, plans, and recommends Division goals and objectives in accordance with the core purpose, mission, vision, and values of the Fire Department as a whole; develops, recommends, and administers Division policies and procedures;

establishes priorities; coordinates assigned activities with other Fire Department managers, other City officials/managers and/or outside organizations as appropriate; participates on committees and boards and in community activities; attends meetings, conferences, and workshops; may represent the Fire Department by active participation and membership in civic and community organizations, as well as professional organizations at the city, state, national, and international level.

Aids in administration of the Fire Department budget for assigned areas of responsibility; participates in budget development as assigned; analyzes data to identify and project resource needs; submits proposals for needed resources; recommends strategies to improve fiscal efficiency; may help develop and implement grant-funded programs; may monitor and approve budget expenditures within limits of authority; and prepares complex statistical and narrative reports, correspondence, and other documents.

Monitors equipment, fleet, and/or facilities performance; assures equipment, fleet, and/or facilities readiness as assigned; researches and recommends new equipment/fleet purchases and/or facilities development/re-location as assigned; may participate in difficult fire, medical, and/or other emergency scenes as necessary to help manage and/or oversee operations.

Monitors legal requirements, trends, and issues in order to assure Division compliance with appropriate fire and emergency service-related laws, regulations, statutes, and codes; may develop, recommend, and/or manage enforcement programs and activities; monitors the efficiency and effectiveness of work products through quality control and related activities.

Analyzes staffing, efficiencies, resource allocation, and training practices within assigned Division to continually improve the delivery of the Fire Department programs and services.

Selects, assigns, trains, directs, and evaluates subordinate managers, supervisors, professionals, and others; assures training and guidance for staff involved in various aspects of fire service; may be responsible for administering comprehensive training programs in fire suppression, emergency medical response, and other Fire Department activities; recommends and implements disciplinary actions when necessary.

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.

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

May act as the Fire Chief and perform related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and techniques of modern public administration, planning, research, development, organizing, staffing, leadership, controlling, labor relations, budgeting and contract administration, and emergency communications.

Incident Command System (ICS) practices and emergency planning.

Laws, rules, and regulations related to fire control, fire prevention, life safety, arson, and the environment.

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

Current principles, practices, methods, and techniques of training and fire and life safety, fire prevention, fire suppression, emergency medical response, emergency planning, hazardous materials response, and other fire service-related activities; operation, maintenance, and use of modern firefighting and rescue equipment.

Skill/Ability to:

Make command decisions in emergency situations and evaluate and implement effective action.

Participate in or command difficult on-scene fire, rescue, or other emergency operations, if required.

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

Supervise and direct subordinate personnel.

Prepare and present comprehensive detailed written reports and complex narrative and statistical reports, correspondence, and other documents; communicate clearly, both orally and in writing.

Assist with the development, administration, and control of large budgets.

Analyze data and make sound recommendations or decisions.

Respond to 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.

Use modern office equipment, including computers, computer applications and software; use modern communication devices including radios and cellphones; and use modern fire suppression and emergency medical response equipment.

Maintain effective working relationships with Department staff, Federal/State/local agencies, various emergency services agencies, the general public, and others.

MINIMUM QUALIFICATIONS

Experience:

One (1) year of current and continuous service as a Fire Battalion Chief for the City of Fresno; or two (2) years of experience equivalent to that of a Fire Battalion Chief with the City of Fresno.

Education:

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

Licenses:

Possession and continued maintenance of a valid Class C California Driver's License with a Firefighter Endorsement, or Class A or B California Driver's License, without Air Brake restriction, and with tank endorsement. Failure to maintain the required driver's license may be cause for termination.

Certification:

Possession of a valid California State Fire Marshal's Office Chief Fire Officer Certificate, or completion of the California State Fire Marshal's Office Chief Fire Officer certification requirements (Chief Fire Officer 3A, 3B, 3C, 3D, and ICS 300).

Possession of a valid ICS 400 Certificate.

Special Requirements:

Candidates selected to fill Deputy Fire Chief vacancies are prohibited from smoking or use of any tobacco product on-duty and on City premises.

Eligible external candidates certified to the Department for consideration must successfully complete the Fire Chief's interview, a Department determined examination such as a polygraph or Computer Voice Stress Analyzer (CVSA), extensive background investigation, and a comprehensive pre-employment physical examination.

Desirable Qualifications:

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

Possession of a valid National Fire Academy Executive Fire Officer Program Certificate.

Possession of a valid National Fire Protection Agency Fire Officer III and/or IV Certification.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 3/30/2026

Revised MAH: 09/07/06
Revised JTC:TJM:KGP: 01/29/16
Revised JTC:scm: 03/19/18
Revised: SM:vd 3/26/2026