

DEPUTY FIRE CHIEF

DEFINITION

To plan, organize, develop and implement complex programs and projects as a senior chief officer in charge of a major division of the Fire Department; to provide highly responsible and technical staff assistance to the Fire Chief; to serve as chief in the Fire Chief's absence.

DISTINGUISHING CHARACTERISTICS

This is senior management level position in the Fire Department.

SUPERVISION RECEIVED AND EXERCISED

Under the general direction of the Fire Chief, provides staff assistance and manages human and physical resources assigned to emergency operations and support services divisions. Incumbents are responsible for direct and indirect supervision of fire battalion chiefs and other subordinate personnel.

EXAMPLES OF DUTIES

Depending upon the division assignment, duties may include, but are not limited to, the following:

1. Plans and coordinates the work of a major division within the Fire Department.
2. Coordinates, directs, develops and evaluates the human and physical resources assigned to the Emergency Operations or Support Services Divisions to assure effective and efficient delivery of services.
3. Plans, directs, coordinates, and organizes fire prevention, hazardous materials management, emergency planning, fire suppression and other support activities essential to fire department operations.
4. Formulates and assists in formulating personnel selection and evaluation procedures designed to assure highest performance capabilities and to meet affirmative action goals and objectives.
5. Develops and administers policies, procedures, and organizational directives essential to the development of discipline and a high standard of performance throughout the department.

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EXAMPLES OF DUTIES (continued)

6. Represents the department in liaison with other City departments and with neighboring emergency services departments on programs and projects of mutual concern.
7. Responds to major fires and other life and property threatening emergencies supervising the deployment and coordination of emergency resources in the mitigation of the emergency.
8. Coordinates the development and administration of the Fire Department budget in order to achieve defined organizational goals and objectives within reasonable fiscal restraints.
9. Facilitates effective and accurate communications within the Fire Department in order to achieve greater understanding and cohesiveness in the attainment of organizational goals.
10. Plans, directs, coordinates and oversees quality assurance for the department's Paramedic Program.

QUALIFICATIONS

Knowledge and Abilities:

- A. Knowledge of principles, practices and methodologies essential to effective management of department programs.
- B. Knowledge of progressive personnel administration practices which facilitate improved selection, appointment and supervision of personnel in key assignments.
- C. Knowledge of advanced planning techniques essential to the formulation of division and departmental plans including preparation, revision and updating of department planning processes.
- D. Knowledge of applicable laws, rules, regulations, operational procedures, ordinances and codes pertaining to fire department service delivery.
- E. Knowledge of accepted and safe hazardous materials practices and procedures.

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Knowledge and Abilities (continued):

- F. Ability to interpret and apply relevant laws, ordinances, codes, regulations, and operational procedures.
- G. Ability to learn and incorporate progressive techniques and practices in the management and delivery of fire protection services.
- H. Ability to communicate clearly and concisely, orally and in writing.
- I. Ability to maintain good employee morale, motivation, discipline, and employee relations within the department.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of experience in all phases of municipal fire suppression and prevention, including five years in a supervisory capacity and satisfactory completion of probationary period as a Battalion Chief, Fire Marshal or equivalent if employed by another department. Candidates from departments other than Hayward, and those employees of the Hayward department whose qualifying experience includes service from another department will be evaluated by the Fire Chief to determine the applicability of their experience to the Hayward Fire Department and the requirements of the position.

Education:

Equivalent to completion of twelfth grade supplemented by college level courses in fire science, public or business administration, or related field. A Bachelor's Degree in a relevant field such as Fire Protection Administration, Political Science, Public Administration, Management Science, or Human Resource Development is desirable.

Accredited Fire Science courses may be accepted in lieu of experience at the rate of ten semester units for one month of experience, up to a maximum of six months.

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LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License.

PROBATIONARY PERIOD: One year

1006CS96

October 1988

Revised September 1996

AAP GROUP: 11

FPPC STATUS: Designated

FLSA STATUS: Exempt

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