

FIRE DEPARTMENT
SANTA CLARA COUNTY

DEPUTY CHIEF

DEFINITION

The Deputy Chief works under the general direction of the Assistant Fire Chief and is responsible for the management of a Department division. In this capacity, incumbents perform professional administrative, technical, and managerial duties within an assigned division; serve as a key member of the Department's administrative management team; and act on behalf of the Fire Chief and/or Assistant Fire Chief, as required, in support of the overall objectives of the Fire Department.

The classification of Deputy Chief is a CalPERS designated Safety classification. Accordingly, an incumbent in the classification of Deputy Chief must qualify as a local firefighter and/or be qualified to perform hazardous materials services both at the time of appointment, and while employed as a Deputy Chief.

DISTINGUISHING CHARACTERISTICS

Incumbents assigned to the position of Deputy Chief are high-level administrative managers within the fire department organization. The classification of Deputy Chief differs from the next higher-level classification of Assistant Fire Chief in that the Assistant Fire Chief has oversight management responsibility for several divisions of the fire department, while a Deputy Chief has management responsibility for one fire department division and/or may be assigned to manage an external work group, unit or program as determined by the Fire Chief. The classification of Deputy Chief differs from the next lower classification of Battalion Chief in that a Battalion Chief functions as a shift commander of an assigned battalion or has administrative duties in connection with other Department functions and programs, while a Deputy Chief manages an assigned fire department division.

EXAMPLES OF DUTIES

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

- Manage and direct the operation of an assigned Department division.
- Ensure that assigned division goals and objectives are accomplished through: supervising and coordinating staff efforts; developing and implementing procedures and work plans; and reviewing and evaluating assigned division performance.
- Perform administrative and management activities including budget development and monitoring; preparation of reports; purchase of capital assets; formulation of work plans, programs, and long-range strategic planning.
- Participate in the development, review, evaluation, interpretation, and enforcement of Department policies, procedures, rules, and regulations.

EXAMPLES OF DUTIES (continued)

- Schedule, train, supervise, coordinate, oversee, and evaluate the work of assigned employees. Make recommendations on employment, retention, promotion, discipline, and other personnel actions.
- Develop, plan, schedule, and coordinate assigned division programs; assess needs and oversee and ensure quality of those program activities; and ensure accurate completion and maintenance of all required records related to assigned programs.
- Represent the Department through: public presentations and hearings; state, regional, County, or inter-agency committees; and cooperative programs.
- Function on emergency overhead teams during major incidents; may assume command at emergency incidents and direct operations; may determine strategy, deploy apparatus, and direct Department personnel in controlling the emergency and minimizing the loss of life and property.
- May be assigned on-call duty on a rotational basis.
- May temporarily assume duties of the Assistant Fire Chief in his or her absence.
- Undertake special projects, reports, and studies as assigned.
- Assigned additional duties and responsibilities as necessary.

EMPLOYMENT STANDARDS

Any combination of education, training, or work experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education and Experience: Equivalent to possession of a Bachelor's degree in fire science, fire administration, public administration, business, or other related field of study. Six years of increasingly responsible public agency experience in fire suppression, management, and/or prevention, including four years of fire department experience at the level equivalent to a first-line supervisor, with demonstrated ability to make effective contributions to an administrative management team.

Highly Desirable: Additional technical coursework or certification in the following fire service areas including, but not limited to: fire command, fire prevention code enforcement, hazardous materials, training, fire inspection, personnel management, emergency medical services, or emergency management.

Knowledge of:

- Principles, practices, procedures, and trends of modern fire service, and public and business administration.
- Fire department organization, operations, policies, rules, and regulations.

Knowledge of: (continued)

- Current laws, standards, principles, practices, and procedures of modern fire department administration and operations; and applicable federal, state and local laws and regulations to ensure Fire Department operations are consistent with legal mandates.
- Techniques of stabilizing disaster scenes and containing destructive forces.
- Occupational safety procedures and precautions.
- Principles, practices, and procedures of fire suppression, emergency medical and rescue operations, procedures, and associated equipment and apparatus; incident command system and disaster operations; operational staffing requirements; mutual aid, auto aid; and fire investigation.
- Principles, practices, and procedures of fire prevention; fire suppression; hazardous materials, fire suppression water supplies, and building code interpretations, inspections, and enforcement; plan review; disaster preparedness; and public education.
- Principles, practices, and procedures of developing instructional courses and conducting training in specialized and technical areas.
- Principles, practices, and procedures of fire apparatus and facilities maintenance; construction project management; and computer-aided dispatch (CAD) and other fire department communications.
- Principles, practices, and procedures of supervision, motivation, training, and performance evaluation.
- Principles and practices of modern office methodology and effective record keeping procedures.

Ability to:

- Think strategically; anticipate issues and solve problems consistent with the Department's mission, and render sound decisions.
- Effectively manage assigned personnel including supervision, training, motivation, evaluation, and the issuance of appropriate discipline.
- Evaluate assigned division and specialized program needs and their overall effectiveness, and make recommendations for improvements, changes in operation, or staffing requirements.
- Accurately interpret, explain, and enforce Department policies, rules, and regulations.
- Effectively manage emergency scene resources during major incidents.

Ability to: (continued)

- Establish and maintain effective working relationships with Department employees, elected and appointed officials, and the general public.
- Effectively communicate, both in writing and verbally, with Department employees, outside agencies, and the general public.
- Effectively develop and conduct specialized training programs and instruction classes on various subjects.
- Give presentations to Department employees, city and town councils, outside agencies, and community groups.
- Use modern office technology and equipment including computers, related software, telephones, calculators, copiers, and FAX machines.
- Write effective and accurate reports and memorandums.
- Develop and monitor budgets.
- Work irregular or protracted hours, and be able to respond promptly to call-backs.
- Meet and maintain physical standards as determined by the Department.
- Perform additional duties and responsibilities as required.

Required License: Possession of a valid, appropriate state of California driver's license.