

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.

The Deputy Chief classification is a Fair Labor Standards Act exempt, at-will management position in the Unclassified Service.

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.

EXAMPLES OF DUTIES (continued)

- Participate in the development, review, evaluation, interpretation, and enforcement of Department policies, procedures, rules, and regulations.
- 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: Possession of a bachelor's degree from an accredited college or university with significant course work in fire science, fire administration, public or business administration, or other related field of study. The candidate must qualify as a local firefighter, and have at minimum six years of 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.

EMPLOYMENT STANDARDS (continued)

Alternate Option 1, described below, will remain a valid option for meeting the education and experience requirements for the classification of Deputy Chief until December 31, 2022. After December 31, 2022, Alternate Option 1 will be discontinued and the education and experience requirements described above will remain in effect.

Alternate Option 1:

If an applicant does not currently possess a qualifying bachelor's degree in an accepted field as stated above, the applicant may advance in the recruitment process under the condition that if s/he is selected for the position, s/he will successfully obtain a bachelor's degree in an accepted field within two years of employment.

Should a candidate be selected under this provision and not obtain the required bachelor's degree within two years, s/he will be required to vacate the position.

Knowledge of:

- Principles, practices, procedures, and trends of modern fire service, and public and business administration.
- 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, 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.
- Applicable local, state, and federal laws and regulations to ensure Department operations are consistent with legal mandates.
- 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.
- Fire department organization, operations, policies, rules, and regulations.
- Techniques of stabilizing disaster scenes and containing destructive forces.
- Occupational safety procedures and precautions.

Ability to:

- Effectively manage an assigned division; evaluate division and specialized program needs and their overall effectiveness, and make recommendations for improvements, changes in operation, or staffing requirements.
- Effectively manage personnel, including the maintenance of discipline and performance standards.
- Think strategically; anticipate issues and solve problems consistent with the Department's mission, and render sound decisions.
- Accurately interpret, explain, and enforce Department policies, rules, and regulations.
- Develop effective working relationships with those contacted in the course of work.
- Effectively develop and conduct specialized training programs and instruction classes on various subjects.
- Develop and monitor budgets.
- Communicate effectively in writing and verbally.
- Give presentations to Department employees, city and town councils, outside agencies, and community groups.
- Write effective and accurate reports and memorandums.
- Work irregular or protracted hours and respond promptly to emergencies.
- Effectively manage emergency scene resources during major incidents.
- Perform occasional heavy and hazardous physical labor and work in hazardous environments.
- Meet and maintain physical standards.

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