

FIRE DEPARTMENT SANTA CLARA COUNTY

ASSISTANT CHIEF

DEFINITION

The Assistant Chief works under the general direction of the Deputy 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 Deputy Fire Chief, as required, in support of the overall objectives of the Fire Department.

The classification of Assistant Chief is a CalPERS designated Safety classification. Accordingly, an incumbent in the classification of Assistant Chief must qualify as a local firefighter under section §20433 or §20434.5 of the California Public Employment Retirement Law at the time of appointment.

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

DISTINGUISHING CHARACTERISTICS

Incumbents assigned to the position of Assistant Chief are high-level administrative managers within the fire department organization. The classification of Assistant Chief differs from the next higher-level classification of Deputy Fire Chief in that the Deputy Fire Chief has oversight management responsibility for several divisions of the fire department, while an Assistant Chief has management responsibility for one fire department division and/or may be assigned to manage an external work group, unit(s) or program(s) as determined by the Fire Chief. The classification of Assistant 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 an Assistant 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, budget adherence and monitoring; preparation of reports; procurement/purchase of capital assets following departmental policy/procedures; formulation of work plans, programs, and long-range strategic planning.

EXAMPLES OF DUTIES (continued)

- Ability to understand and value the department strategic planning process and work collaboratively between divisions in coordination with the Deputy Fire Chiefs to achieve departmental strategic goals.
- 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.
- Will be assigned on-call duty on a rotational basis.
- May temporarily assume duties of the Deputy Fire Chief or Fire Chief in their 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 building 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.
- 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.
- Understanding and ability to work with departmental fire related software platforms.

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.
- Reprioritize and delegate appropriate level tasks to complete time sensitive items.
- Accurately interpret, explain, and enforce Department policies, rules, and regulations.
- Utilize political acumen when addressing sensitive or potentially volatile matters with an appropriate level of emotional intelligence and diplomacy.
- 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.

Pre-Employment Requirements: The candidate must pass a background check, Live Scan fingerprint and psychological examination, and complete a medical examination.