

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: Deputy Fire Chief

DEFINITION:

Under administrative direction, plans, organizes and directs department operations and activities; serves as a member of the department's management team; manages and supervises staff; coordinates assigned activities with other City departments, divisions and outside agencies; follows and enforces all applicable laws, ordinances, codes, regulations, policies and procedures; ensures compliance with organizational direction, systems and processes; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

Responsibilities include developing and implementing comprehensive department programs upon assignment. The Deputy Fire Chief is also responsible for assisting in the development and control of department and division budgets and may act for the Fire Chief in their absence.

SUPERVISION RECEIVED AND EXERCISED:

Reporting to the Fire Chief, this management position manages the operations of assigned programs through subordinate supervisors.

Exercises direct and indirect supervision of management, technical and support personnel.

EXAMPLES OF DUTIES:

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

- Plans, organizes, directs, and supervises Fire Department work and activities; assists in developing and implementing department and division goals, priorities, policies and procedures; directs and coordinates through subordinate supervisory personnel activities of the department to obtain maximum use of equipment, facilities and personnel.
- Assists in the development of the budget for the department in assigned areas of responsibility; reviews and analyzes expenditures, budget and operations reports to determine requirements for costs savings or efficiency improvements; recommends capital expenditures for acquisition of new equipment which would increase efficiency in services of the division.
- Directs, supervises, and monitors assigned supervisory, professional, technical, and clerical staff, either directly or through subordinates; selects, assigns, monitors, and evaluates work performance; interprets City policies and procedures to employees; establishes work procedures and/or standards and ensures safe working practices; provides training and guidance; administers personnel policies. Evaluates work behaviors and products to ensure desired staff performance levels are maintained, processes personnel actions as appropriate.
- Monitors and evaluates the efficiency and effectiveness of fire department operations and service delivery methods and procedures; assesses workloads, work flow, administrative processes and support systems to identify opportunities for improvement and reviews with the

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Fire Chief; conducts a variety of organizational and operational studies and investigations, and develops or recommends modifications to programs, policies and procedures as appropriate; identifies operational problems and implements appropriate solutions.

- Represents the City in meetings with representatives of governmental agencies, business, and community organizations and the public; investigates and directs response to public complaints relating to responsibilities; handles difficult complaints and inquiries; confers with other City departments in the resolution of related issues.
- Assumes command of Fire Department emergency operations according to department policy and operates Department vehicles, apparatus and equipment as needed; serves as City representative on inter-agency and intergovernmental working groups; coordinates section activities with other City departments to ensure efficient and effective operations.
- Advises developers and the public regarding complex applications and processes; serves as technical advisor to the Fire Chief and other City staff, advisory bodies and the City Council on fire suppression and/or fire prevention and other technical areas related to assignments.
- Advises, consults, and assists in the development, adoption, implementation and enforcement of codes, ordinances and similar fire and life safety regulations.
- Prepares a variety of written communications, including analytical reports and correspondence; drafts requests for proposals and agreements with consultants and reviews and administers various professional support contracts.
- May oversee initiatives in community risk reduction and/or data analytics to improve service delivery and public safety outcomes.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and policies of fire operations and fire prevention.
- Applicable laws and regulations pertaining to emergency response activities.
- The principles and practices of local government administration including employee supervision, training and appraisal.
- Budget preparation and control.
- Analysis and report writing.
- Computer applications related to the work.
- Fire apparatus, equipment, tools, devices, facilities and their proper utilization, maintenance requirements and methods.
- Methods of equipment procurement and maintenance.

Ability to:

- Plan, organize and supervise the work involved in emergency services and/or fire prevention.
- Understand, interpret and explain applicable regulations and policies governing assigned programs.
- Deal tactfully and courteously with the public.
- Prepare related reports, records and correspondence.
- Communicate effectively both verbally and in writing.
- Establish and maintain cooperative working relationships.
- Conduct and/or coordinate related studies and recommend methods of action.
- Research, analyze and summarize data both manually and with computer applications.
- Make persuasive presentations of ideas and recommendations.
- Exercise sound independent judgment within established guidelines.
- Represent the City with others contacted in the course of the work.
- Determine and evaluate levels of performance of employees, effectively delegate responsibility to others.
- Promote an inclusive, respectful, and high-performance organizational culture.

Education and Experience:

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Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of a Bachelor's degree from an accredited college or university is required.

Four (4) years of progressively responsible experience in emergency services including at least one year experience as a Battalion Chief or equivalent position is required at time of appointment.

Special Requirements:

Possession of a Chief Officer (2016) or Executive Chief Fire Officer Professional Certificate issued by the California State Fire Marshal (including all prerequisites) is required.

Possession of a valid Emergency Medical Technician (EMT) Certification is required.

Advanced Incident Command System for Complex Incidents (ICS-400) Certificate is required.

Possession at time of hire and continued maintenance of a valid California Class C Driver's License is required.

Employment Type: Full-Time Classified

Bargaining Unit: NCFO

FLSA Status: Exempt

Established: April 1992

Revised: September 2017, July 2022, TBD