

**DEPUTY FIRE CHIEF**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing various operations of the fire department. The employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief develops and provides training for the department, manages the inventory and maintenance of supplies and equipment, and supervises fire personnel at the scene of an emergency. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of the class of Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the absence of the Chief. Manages the operation of various divisions in the fire department and recommends changes that will benefit ISO ratings. Sets goals and policies and participates in the organization of the department. Conducts inspections of various divisions and takes appropriate action to improve problem areas. Assists in the interview process and makes recommendations for hiring. Participates in conferences, conventions, and other educational meetings as required. Works with board agencies whose rules affect the fire department and employees. Gathers information for pre-fire planning by visiting locations in an assigned area and becomes familiar with all area features which might become important in a fire or emergency situation. Writes reports for the department with the ability to organize ideas, compose complete sentences, use correct grammar and punctuation, and related skills.

Supervises department employees in fire suppression and training classifications and assists the Fire Chief in the supervision of fire service support classifications. Researches the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Delegates authority to subordinates, assigns work or duty areas, and provides assistance in technical areas of work. Holds meetings with fire personnel, reviews reports written by subordinates, and assigns work schedules. Evaluates and discusses work performance with subordinates. Inspects appearance of assigned equipment and personnel. Resolves employee complaints and

grievances. Counsels employees who are experiencing problems and works with employees to resolve the problems. Investigates complaints against fire personnel and recommends action to be taken. Sees that discipline is maintained and recommends disciplinary action when needed.

Supervises department personnel at the scene of an emergency. Responds to all alarms or emergency calls, either in person or through a designated subordinate. Acts as part of the fire attack team and takes charge of all safety procedures at the scene of an emergency. Maintains communication between the fire scene and other authorized personnel and acts as a coordinator between fire and law enforcement personnel. Calls for assistance when needed and relays necessary information on operations at the emergency scene. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Directs operations at the emergency scene, including rescue; forcible entry; ventilation; nozzle and hose handling; protection of exposures; fire extinguishment; pump operations; use of sprinkler and standpipe systems; use of water supply; salvage; overhaul; fire aid and CPR. Participates in handling emergencies involving hazardous materials. Performs size-up of an emergency scene and secures the scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel. Testifies in court when required.

Provides for employee training at all levels within the department. Evaluates training needs in the department and develops a training program. Sees that the training program is properly staffed and supplied with training resources. Provides training in a classroom setting and informal or "on-the-job" training. Conducts drills and evolutions. Conducts training in various fields, including basic fire fighting; rescue; fire aid; CPR; pre-fire planning; safety; supervision; forcible entry; fire attack; fire fighting apparatus, tools, and equipment; driving fire equipment; hydraulics; pump operations; nozzle and hose handling; breathing apparatus; fire extinguishers; fire streams; sprinkler and standpipe systems; water supplies; ladders; ventilation; inspections; investigation; salvage and overhaul.

Plans and organizes departmental operations having to do with equipment and apparatus. Orders and purchases supplies and equipment, keeping such purchases within the established budget. Maintains inventory and distributes supplies and equipment to department personnel. Meets with sales representatives to review products and makes recommendations to superior officer on major purchases. Assists the Fire Chief in writing specifications for new equipment. Supervises the general care and maintenance of department equipment, vehicles, stations and grounds, and any specialized equipment owned and operated by the department. Arranges for repairs and maintenance of all department facilities and equipment, or assigns such to qualified department personnel. Inspects equipment after repairs were made to see repairs were properly accomplished. Assists in the preparation of the operating budget, including gathering information, compiling and organizing data, and preparing and submitting the entire budget.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least three (3) years immediately preceding closing date for application to the board.