

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 the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the chief's absence. The Deputy Fire Chief responds to emergency calls and directs emergency scene activities. The employee of this class assists the Fire Chief with the supervision of department personnel and provides for the care and maintenance of department equipment, vehicles and property. The employee of this class develops a training program and provides for training of fire department personnel. The Deputy Fire Chief works with a high degree of independence, reporting to and having 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 chief's absence. Recommends management goals, objectives, and policies for the department including various functions or divisions. Assists the Fire Chief in determining how the department should be organized, including the number of operating units and distribution of such units. Assists in the planning and organization of departmental personnel, equipment and apparatus. Keeps informed on modern fire fighting and administrative methods and local trends that may affect the fire service. Assists the Fire Chief in inspecting various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas.

Oversees assignment of duty areas, approves leave, and assists the Fire Chief in assigning the work schedules of personnel. Inspects the appearance of assigned equipment and subordinate personnel. Supervises the delegation of authority to subordinates for the more effective operation of the department when such delegation is allowed by law.

Assists with employee evaluations of work performance, the discussion of work performance with subordinates and superiors, and providing assistance in technical areas of work. Provides that discipline is maintained by counseling employees who are experiencing work problems, by meeting and working with employee

groups, or by taking any other action deemed necessary. Assists Fire Chief in the investigation of complaints and accidents involving department equipment or personnel and makes recommendations on procedures to avoid or actions to be taken.

Participates in developing a personnel recruitment and selection program, interviewing and recommending prospective employees for hire. Develops a training program for the department, evaluates training needs, and maintains that such program is properly staffed and supplied with the appropriate resources. Provides for regular employee training at all levels within the department by providing department training or outside training to meet the needs. Provides informal or "on-the-job" training for new employees. Conducts all aspects of employee formal training in the classroom or drills and evolutions, including training in firefighting and rescue operations; safety; hazardous materials operations; driving and operating fire apparatus; and the use of equipment, tools, and breathing apparatus.

Assists the Fire Chief in the management of the funds and assets of the fire department. Assists in the preparation of the departmental operating budget by gathering information, helping to compile and organize the necessary data. Prepares expenditure estimates. Assists in authorizing the expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares payroll records.

Assists the Fire Chief in making decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Assists in the maintenance of all departmental records such as personnel records, records of activity, and inventory records, or any others which may be required. Personally completes any forms and records assigned.

Responds to all emergency calls for which the department is answerable and supervises subordinate employees at the scene of an emergency, performs size-up, and directs operations in different areas as needed. Supervises safety procedures at the scene of a fire or emergency. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required.

Informs the public about the work of the fire department by means of talks, demonstrations, or distribution of literature to schools, civic groups, or any other citizens. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about operation of the fire department or any related areas of emergency services.

Oversees the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or

other specialized equipment. Makes recommendations on major purchases for the department. Purchases equipment and supplies, keeping such purchases within the established budget. Maintains the inventory, orders and distributes department supplies and equipment.

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 one (1) year immediately preceding closing date for application to the board.