

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative position, the primary duties of which are assisting the Fire Chief in planning and supervising the operations of the department. The employee of this class also has the responsibility for assisting in the management of personnel. The Deputy Fire Chief assists in personnel management, performs public relations duties, and takes command at the scene of a fire or other emergency and directs all fire fighting activities until relieved by the Fire Chief. The incumbent of this class will be assigned to perform the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that 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.

Assists the Fire Chief in managing the operations of the fire department, including planning and organizing use of personnel, equipment, and apparatus. Performs the duties of the Fire Chief in the Chief's absence. Promotes peace and harmony within the department by seeing that discipline is maintained. Works with boards, agencies and labor unions whose rules and operations affect the personnel and the work of the fire department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies are needed. Answers questions for the public about operation of the fire department or any related areas of emergency services.

Prepares reports required to document department activity. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Personally completes any forms and records assigned.

Assists in the investigation of all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists in investigating complaints against department personnel and formulates a recommendation for reply.

Directs emergency scene operations until relieved by the Fire Chief. Supervises emergency scene operations in size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, and fire extinguishment. Takes charge of all safety procedures at the scene of a fire or emergency. Participates in handling emergencies involving hazardous materials. Maintains communications at the fire or emergency scene.

Supervises subordinate department employees in Fire Suppression and a Stores Clerk I.

Assists the Fire Chief in evaluating training needs of the department. Provides for regular employee training at all levels within the department by providing departmental training or scheduling outside training to meet the needs.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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

Must be a regular employee in good standing in the class of Fire Assistant Chief.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

LY 11-11-92
Rev 06-02-94
03-30-95
11-09-