



SAN ANDREAS FIRE RESCUE

JOB DESCRIPTION

Title:	Deputy Chief	Number:	2022-A2
Division:	Administration	Effective Date:	January 1, 2023
FLSA Class:	Exempt	Approved By:	Fire Chief

JOB DESCRIPTION SUMMARY

Under the direction and guidance of the Fire Chief, the Deputy Chief is responsible for planning, directing, managing, and overseeing the daily activities of the fire department's operational and training functions. Responsibilities include staff supervision, preparation and administration of operational and training divisions, coordination of safety related issues, and the planning and organization of divisions in alignment with department goals. The Deputy Chief may take command responsibility at emergency and non-emergency incidents; serves as a liaison between the Department and other outside agencies; provides highly responsible and complex administrative support of the Fire Chief; and represents the Department in the absence of the Fire Chief.

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

Responsible for the daily management of all operations necessary to achieve exemplary services for the protection of life and property through efficient and effective implementation of fire suppression, emergency medical response, and other emergency and non-emergency related services.

Plan and direct activities to ensure on-going internal and/or external job related training and professional development of personnel to be in compliance with all applicable Federal, State, Occupational Health and Safety, and organizational policies, practices and standards. Responsible for ensuring appropriate certifications and/or licenses are achieved and maintained by department personnel.

Provide supervision of the Training Division Chief for the overall safety of personnel through the establishment and maintenance of effective training programs and operational practices that provide the necessary skills and guidance to operate in a safe and effective manner.

Perform duties necessary to identify department efficiencies and deficiencies through the analysis of fire, medical, emergency and non-emergency responsive services; coordinating and conducting

performance reviews; identification and resolution of inefficiencies; and the development and implementation of programs.

Responsible for the planning, preparing and administration of the operational and training division budgets, to include: analyses and recommendations regarding operational staffing, and equipment requirements; approving expenditures and recommending budgetary adjustments as appropriate and necessary

Demonstrate a commitment to continuous improvement through the use of performance measurement and benchmarking to decrease response times and improve operational effectiveness.

Maintain and nurture a culture of committed customer service throughout the organization.

Direct and supervise the activities of the division chiefs, battalion chiefs and assigned administrative support personnel. Direction includes scheduling, assignment and review of work, providing assistance, evaluating performance, development, issuing discipline to the level authorized in policy, and making effective recommendations to the Fire Chief on other related personnel actions.

Work closely with Human Resources and outside server admin to manage and facilitate promotional and new hire processes to effectively fill open positions.

Attend and participate in multiple agency, professional groups, and committee meetings; Develop and deliver presentations to the Board, citizen groups and others on matters related to the operations of the Department.

Stay abreast of new trends and innovations in the field of fire suppression, emergency medical, hazardous materials and fire prevention; incorporate new developments as appropriate.

Provide highly responsible and complex administrative support of the Fire Chief, to include: developing, recommending, implementing and administering operational and training related policies and procedures, goals and objectives; managing assigned projects and programs; researching and summarizing findings to Fire Chief and preparing reports or other documents.

Perform additional duties as assigned, which may include field response related to fire suppression, and emergency medical and other emergency and non-emergency response services.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Principles and practices of municipal fire department administration and operations, as well as policies and procedures of all related functions.
- Principles and practices of modern fire prevention, fire suppression and emergency medical activities;
- Principles and practices of personnel management including training, performance evaluation, conflict management and labor relations;
- Principles and practices of budget preparation and administration;
- Incident management practices, including the National Incident Management System (NIMS);
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word, Excel, PowerPoint, and Access;
- Working knowledge of modern administrative office procedures, methods and equipment.

Skill in:

- Interacting with others using tact, patience and courtesy;

- Positive and progressive customer service;
- Excellent management and team building skills;
- Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources; Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions;
- Strong oral and written communication skills with the ability to apply appropriate communication techniques to various audiences;
- Assessing and prioritizing multiple tasks, projects, and demands.

Ability to:

- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient fire suppression, emergency medical and prevention services;
- Establish and maintain effective working relationships with those contacted in the course of work including personnel, other government officials, community groups, the general public, and media representatives;
- Lead and motivate staff and assigned resources;
- Select, train, supervise and evaluate an effective staff capable of properly executing the goals and objectives of the department;
- Properly interpret and make decisions in accordance with laws, regulations and policies;
- Conduct themselves in a professional manner as defined by District policy;
- Work independently in the absence of supervision and delegate authority and responsibility when appropriate;
- Maintain confidentiality;
- Perform research and present findings in an organized and professional manner;
- Provide verbal and written directives, information and advice to a wide variety of people and officials;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

SUPERVISORY RESPONSIBILITIES

This is a management level position involving the oversight and administration of the daily activities of the operations and training functions; Provides direct supervision to assigned Division Chiefs, Battalion Chiefs, Training Captains and other Administrative Officers.

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