

DEPUTY FIRE CHIEF

DEFINITION

Under general direction by the Fire Chief, plans, directs, supervises, and coordinates the City's fire protection services; acts for the Fire Chief in their absence; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Fire Chief by its emphasis on providing hands-on departmental direction, whereas the Fire Chief provides strategic, long-term planning extending beyond the scope of departmental administration. Plans, organizes and directs the work of safety and non-safety personnel assigned to either the Fire Safety or Prevention and Enforcement Divisions; positions in this class have considerable independence in determining performance methods from a variety of standard methods and procedures. Incumbents report directly to the Fire Chief receiving general direction to develop and implement work plans defining the goals and objects of the organization's strategic plan. Incumbents are expected to resolve problems confronted through the application of judgment and precedent. Incumbents are expected to develop and recommend new procedures when solutions are inconsistent with departmental procedures and policies. Incumbents will work schedule/hours as assigned by the Fire Chief; and performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below.

1. Assist the Fire Chief in development and administration of rules, regulations, policies, and procedures. Create the departmental strategic plan, standards of cover, and fire service accreditation requirements; review the effectiveness of such plans and recommend changes as necessary.
2. Provide policy direction to department's management team to enable them to make operational decisions. Ensure coordination of operations for activities integrating two or more functions; designate responsibility in areas of functional overlap; evaluate and recommend changes in organization and allocation of staff and equipment in order to meet operational needs.
3. Oversee special projects.
4. Monitor revenues and expenditures to ensure departmental compliance with budget; evaluate the effectiveness of departmental performance measures and recommend changes and/or improvements as needed.
5. Advocate the Fire Department's position to City Council, various boards, commissions, county departments, community groups, outside agencies, and the media.
6. Assumes command at or advises incident commander at major emergencies. Be available to serve the California Office of Emergency Services on out-of-County runs in the role of Strike Team Leader as needed, and be available to cover shifts for Battalion Chiefs as needed.

7. Act as department head in Fire Chief's absence; provide leadership and direction for the department and in the area of public fire safety during the Fire Chief's absence; and perform related work as required.
8. Represents and supports the policies and procedures established by the City Council and City Manager.

EMPLOYMENT STANDARDS

Education and/or Experience

Certified by the California State Board of Fire Services as a Chief Officer/Chief Fire Officer and in possession of all lower certifications. Graduation from an accredited college with an Associate's degree, a Bachelor's degree preferred, in public or business administration, fire science, fire administration, organizational leadership, or a similarly related field, including coursework in fire science and five years of progressively responsible leadership experience that provides the desired knowledge and abilities.

Knowledge of:

Principles, practices, and techniques of fire science and administration; causes, prevention, and control of fire; codes, laws, and regulations related to fire suppression and prevention; public education techniques; supervisory and public relations techniques; interagency communications and assistance techniques and practices; municipal organization and administration; principles and practices of fire department administration; arson investigation techniques; physical layout and composition of the City including special fire problems; administrative procedures and techniques; personnel administration and due process rights of employees concerning disciplinary action.

Ability to:

Develop comprehensive plans to satisfy future needs for department service; learn, interpret, explain and apply laws, regulations, rules, department policy and procedures; think and act appropriately in emergency situations; supervise the work of others; plan, organize, assign, and direct the activities and development of department staff, understand and follow verbal and written directions; write clear, concise, and accurate reports; use and care for department equipment; establish and maintain effective working relationships with superiors, peers, subordinates, and the general public, communicate effectively, both verbally and in writing; analyze situations and resolve through established policy; make public presentations.

Special Requirements

Possession of, or ability to obtain and maintain a valid California Driver's License, and a good driving record. Possession of a valid CPR Certificate.

All public safety employees of the Porterville Fire Department must reside within a distance of 45 air miles from the most current City limits. Newly appointed personnel must abide by this policy within 4 months after appointment.

Physical Demands

Strength, stamina and dexterity to sit in vehicles operating on rough roads, wild land areas and off road terrain; withstand extended periods of physical exertion; walk on uneven or slippery surfaces; move from place to place within the fire station and at emergency sites; repeatedly stoop, stand and sit. Dexterity and coordination to handle fire equipment, apparatus and large and small tools, occasional lifting of objects weighting up to 50 lbs.; strength to move the weight of an average human body; reach for items above the head and below the feet; climb up and down ladders; enter confined spaces and other areas; and visual acuity sufficient to read gauges and observe conditions at emergency sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions.

WORKING CONDITIONS

Work in outdoor and indoor environments with intermittent to frequent exposure to a variety of extreme weather conditions including heat, rain, snow, cold, wind and dust. Work under significant risk conditions such as fire, injury and death. Occasional work in confined areas. Work is typically performed independently. Exposure to hazardous materials.

Date Adopted: May 18, 2021