



DEPUTY FIRE CHIEF Job Specifications

FLSA STATUS:	Exempt (Sworn Safety)
REPORTS TO:	Fire Chief
SUPERVISION:	The Deputy Fire Chief is under the general supervision of the Fire Chief. May exercise supervision over sworn and non-sworn personnel.
LOCATION:	Station 55 (Headquarters)
HOURS:	40-hour work week Monday through Friday. May be required to work forced hours as the need arises.

GENERAL SUMMARY

Under general direction by the Fire Chief, the Deputy Chief plans, directs, manages, and coordinates activities; acts with the full authority as the Fire Chief in the Fire Chief's absence; and performs related duties as required.

This class is distinguished from the Fire Chief by its emphasis on providing hands-on District direction, whereas the Fire Chief provides strategic, long-term planning extending beyond the scope of day to day District administration. Plans, organizes and directs the work of safety and non-safety personnel as assigned; 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 District procedures and policies. Incumbents will work schedule/hours as assigned by the Fire Chief; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Fire Deputy Chief is the division manager level in the Fire series and reports directly to the Fire Chief. Incumbents administer one or more of the following divisions: Operations, Prevention & Support Services, and/or Training, or other. Incumbents assist the Fire Chief in planning and directing programs which affect the mission of the District and, through Fire Battalion Chiefs and other managers, plan, coordinate and manage the activities of the division to which assigned. In the absence of the Fire Chief, a Deputy Chief will assume full command responsibility for the operations of the Fire District. These are unclassified positions in which incumbents serve at the will of the Fire Chief.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Assists the Fire Chief in the development and implementation of District goals, policies and procedures, and priorities of the District.

Informs the Fire Chief of day-to-day activities and any unusual occurrences.

The Deputy Fire Chief is responsible for all operations, personnel, and equipment of the fire district and for compliance with district policies, procedures, and special instructions of the Fire Chief.

The Deputy Chief initiates employee performance evaluations and employee recognition/discipline.

Assists the Fire Chief with communications links between the administration and members.

Supervises and directs the field operations by directing and delegating to the Battalion Chiefs.

Responds to emergency incidents when necessary and may take command of such incidents, using identified and adopted District emergency scene management principles, guidelines and procedures.

Responsibilities include the planning, supervision and execution of the District operations.

In the absence of the Fire Chief, the Deputy Fire Chief shall act as the Fire Chief, assuming the duties and authority of the Chief.

Provides a motivational atmosphere for District members on a daily basis, by setting a good example, a positive attitude and demeanor.

Shall give all necessary information and instruction to those designated to act in the Deputy Fire Chief position.

Studies modern firefighter, rescue and emergency methods and techniques.

Shall perform assigned administrative or technical duties in the training, recording, and reporting functions of the District.

Analyze staffing, efficiencies, resource allocation and training practices within assigned division to continually improve the delivery of District programs and services.

Assumes responsibility for the management and efficient operation of a division through the distribution of work, personnel, resources and apparatus within the District.

Assists the Fire Chief In the preparation and management of the District budget; and controls and monitors expenditures within respective divisions.

Reviews, evaluates, implements, and updates programs, policies and procedures for effectiveness, and develops strategies to provide continuous improvement.

Prepares and presents oral and written reports; may attend internal and external meetings as deemed appropriate and/or necessary by the Fire Chief.

Plans, implements and directs new employee and in-service training programs within respective divisions.

Evaluates operational service delivery areas to identify where improvements may be needed; evaluates and proposes new programs or program modifications to meet operational needs, to include cost analysis of program options.

Appraises and counsels' subordinates on matters pertaining to job expectations and performance of both the district and performance of personnel.

Provides career counseling for subordinates for the purpose of personal development and identification of specific training and educational needs.

May represent the district by active participation and membership in civic and community organizations, as well as professional organizations at the city, state, national and international level.

May be assigned work from other divisions, or reassigned to cover absences, provide relief to equalize and/or balance workload.

Performs related duties as assigned.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Customer Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer

information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X
Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District's Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

The noise level in the work environment can be excessive and may result in hearing loss and impairment.

Work hours can be irregular, unpredicted and lengthy.

Local travel is required.

Participate in occasional travel for the purpose of obtaining specialized training and other fire and emergency services duties.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Bachelor's degree from an accredited college or university in a related field. Additionally, applicants must have: High School/GED.

AND

Candidates must have one year or more of experience as a full-time paid Fire Battalion Chief. Additionally, the BC job requires 5 years of full-time paid fire suppression experience, with 2 or more years as a Company Officer and currently completed probation as a BC or higher chief officer level.

OR

Current appointment and permanent status as a Fire Battalion Chief for the District.

OR

Current appointment and five years of continuous service at the rank of Fire Captain with the District.

Certificates:

California SFM Chief Officer Certification or NFA's Executive Fire Officer (EFO).

Knowledge of:

Principles, methods and practices of management, leadership, public administration and labor relations.

Principles and practices of budgeting and contract administration.

Principles, practices and techniques of contemporary firefighting and rescue operations.

Incident Command System (ICS) practices and emergency planning.

Laws, rules and regulations related to fire control and prevention.

District policies and procedures as well as safety rules and regulations.

Emergency communications procedures.

Contemporary training techniques.

Principles, practices and techniques of planning, research and development.

Rights and practices afforded to representatives of the media.

Training practices and techniques.

Principles and practices of public administration.

Physical layout of the District and location of important buildings and structures.

Geography of the DISTRICT.

Ability to:

Respond in emergency situations and command large-scale operations of personnel and equipment under dynamic conditions.

Conduct strategic planning and implement programs.

Provide project oversight and accountability within the Division assigned.

Provide active leadership in accomplishing goals.

Maintain high standards of service and hold others accountable for such standards. Evaluate emergency situations and implement effective action.

Supervise and direct subordinate personnel.

Establish and maintain effective working relationships with others.

Communicate concisely, constructively and effectively orally and in writing.

Make effective public presentations to a variety of groups.

Prepare and present comprehensive detailed written reports. Analyze data and make sound recommendations or decisions.

Evaluate emergency situations and implement effective action.

Communicate effectively with the public, officials, other first responder agencies, and employees to establish and maintain effective working relationships.

Initiate, administer, manage, and evaluate special programs and projects.

Prepare and present comprehensive oral and written reports and recommendations.

Foster and maintain a positive work environment.

Operate modern office equipment including computer equipment and related software.

Operate a motor vehicle safely. Supervise and direct assigned personnel activities and daily operations.

Write and speak clearly and distinctly.

Work in a variety of weather conditions.

Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing firefighting tasks in environments that may be immediately dangerous to life (IDLH).

Desirable Qualifications:

Graduation from an accredited college or university with a Master's Degree in a related field is preferred.

Chief Fire Officer (CFO), Chief Officer Series for the State of California, Executive Fire Officer (EFO), NFPA Fire Officer Certification I, II, III, IV, and involvement in municipal, regional or state community service.

Conditions of Employment:

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Must be able to obtain and maintain a current, valid State of California motor vehicle operator license, and firefighter endorsement.

May be required to pass a pre-employment drug screening and/or subsequent screening over the course of employment.

Must remain clean-shaven to insure integrity of mask fit for breathing apparatus.

Must be willing to work 40-hour workweek or 24-hour rotating shifts on a 56-hour workweek.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

This position is designated as mission essential during inclement weather, fire, hazardous duty and other emergency operations.

This position requires that the individual pass a live scan background.

This position requires the individual to wear a Fire District uniform.

Must possess and maintain a current Emergency Medical Technician (EMT) certification issued by the State of California through the Central California EMS Agency (CCEMSA) throughout this job classification.

Must possess and maintain a current Cardio-Pulmonary Resuscitation (CPR) card - American Heart Association, Healthcare Provider or Red Cross-Professional Rescuer or equivalent that meets American Heart Association Standards.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

The Deputy Fire Chief is an unclassified position in which the incumbent serves at the will of the District Fire Chief. As an "At Will" employee, this class does not have permanent employment status.

National Fire Academy Executive Officer (EFO) or California State Fire Marshal Chief Officer or Chief Fire Officer (CFO) through the Commission on Professional Credentialing will be required to be completed within five years of appointment to a Deputy Fire Chief position.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____
FIRE CHIEF

Original TVH:aaf 10/01/18
Revised TVH:aaf 04/09/20
Revised TVH:aaf 10/07/20
Revised TVH:aaf 09/13/22