

DEPUTY FIRE CHIEF

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DEFINITION

Under general direction of the Fire Chief, commands major fire service and life and property protection programs as assigned and participates in the administration of the Fire Department; serves as a member of the Fire management team for overall departmental planning, research and work coordination; provides direct supervision of Division Chiefs or serves as Fire Marshal as assigned and serves as Fire Chief (acting) as assigned; performs other related work as required.

DISTINGUISHING FEATURES

This classification has bureau level responsibility for the administration of department Bureaus which may include Operations, Support Services, or Fire Prevention. Manages a wide range of administrative assignments including planning, organizing and directing programs.

This classification is distinguished from the higher-level Fire Chief classification in that the latter has responsibility for the overall management of the Department. It is further distinguished from the lower-level Division Chief in that the Deputy Chief is responsible for operations and administration of a Bureau where the Division Chief manages a division within one of the department's bureaus. The incumbent receives administrative direction from the Fire Chief and exercises direction over subordinate supervisors and sworn and non-sworn personnel. The Deputy Chief may also serve as Fire Marshal for the City of Alameda.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s). This is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Plans, organizes, coordinates, administers, and directs the work of a bureau of the Fire Department
2. Performs emergency response tasks including those associated with responding to incidents.
3. At emergency incidents, and in the absence of a senior officer, a Deputy Chief may direct and ensure the efficiency of multi-unit operations, fire ground operations, and Emergency Operations Center assistance.
4. Estimates present and future needs of the department concerning staffing, training, equipment, administration, facilities, etc.; recommends capital expenditures for acquisition of new equipment which would increase efficiency in services of the Department; develops apparatus and equipment specifications; solicits bids, negotiates, and administers contracts and agreements.
5. Administers department-wide inspection programs, pre-fire planning, equipment services, facilities maintenance, fleet maintenance and procurement, in-service training programs, and policies.
6. Directs, monitors, and reviews fire services and life and property protection services; develops and implements goals, objectives, programs, policies, procedures, and work standards.
7. Serve as Fire Chief in absence of Fire Chief, to maintain continuity of department operations.
8. Plans, supervises, and coordinates the work of assigned staff. Recommends assignment of personnel to various department divisions and maintains assignment records, counsels subordinates on performance and deficiencies.
9. Coordinates budget planning, preparation, administration, and control.
10. Develops and implements management systems, procedures, and standards for program or service evaluation.
11. Monitors and evaluates fire service and life and property protection industry developments; ensures compliance and adherence to established standards and practices; prepares and implements policy and procedural changes.
12. Interprets and enforces City and departmental rules, regulations, Memoranda of Understanding (M.O.U.), and policies; assists in policy formulation.
13. Conducts research and prepares or oversees preparation of studies and reports; develops recommendations, proposals, and work plans.
14. Researches and develops special programs and policies.
15. Identifies training needs and evaluates existing training programs; develops, conducts, and observes drills and training programs; oversees staff developing and conducting drills and training programs.
16. Plans, develops, schedules, and evaluates training programs and coordinates these programs with other

departmental activities on a daily basis. Oversees staff necessary to achieve goals of training programs and coordination within department.

17. Prepares training materials, aids, manuals, information bulletins, departmental policies and General Orders Bulletins.
18. Carries out duties in compliance with Federal, State, County, and local laws and regulations.
19. Oversees the Fire investigation and Prevention programs for the department; determines the origins of fires and losses caused by fires;
20. Fire Marshal Specific Duties including overseeing Fire Prevention, fire investigation, code enforcement, and public education; approves permits for hazardous practices, processes, materials, transportation, and storage; reviews and evaluates proposed construction plans; conducts inspections.
21. Responds to media inquiries and issues statements to the media in coordination with the City and Department PIO and in accordance with City and department policy.

Other Duties

22. Responds to citizen complaints and inquiries.
23. Makes presentations at City meetings, boards, and various community meetings.
24. Participates in other activities such as serving as a member of the Fire Labor Management Team (FLMT); chairing various committees; attending and presenting at City Council meetings, staff meetings and public speaking engagements.
25. Performs other duties as assigned by the Fire Chief or their designee.

WORKING CONDITIONS

- Work indoors and outdoors
- Exposure to extreme hot or cold temperature
- Work at unprotected heights
- Work around moving machinery
- Exposure to marked changes in temperature/humidity
- Exposure to dust, fumes, smoke, gases, odors, mists, other irritating particles, toxic or caustic chemicals, radiation or electrical energy, solvents, grease or oil, excessive noise, vibration, and flames or burning items.
- Slippery or uneven walking surfaces
- Work below ground
- Use of computer monitor and equipment
- Works alone and with others

PHYSICAL DEMANDS

- Lifting up to 75 pounds without assistance and up to 300 pounds with assistance.
- Climbing ladders and work at heights.
- Walking over rough terrain and from truck to truck at fire scenes.
- Standing for long periods of time while operating hoses or raising ladders.
- Reaching waist to shoulder to pull hoses off trucks, carry axes, and move furniture.
- Handling tools, hoses, and protective gear.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain knowledge and abilities would be:

Education: High School diploma or equivalent required; and Internal Candidates must have completed all course work to obtain Chief Fire Officer certification with the California Office of the State Fire Marshal (completion of task book and certification in not required but is highly desirable) or External Candidates must be certified as Chief Fire Officer with the California Office of the State Fire Marshal. Evidence of advanced education and continued professional training and development is highly desirable for all candidates. Evidence of advanced education and continued professional training and development is highly desirable for all candidates.

Experience

Internal Candidates: Two (2) years of experience as a Battalion Chief or one (1) year experience as a Division Chief with the Alameda Fire Department, and continued compliance with current Firefighter employment standards.

External Candidates: Minimum Twelve (12) years full-time, paid fire service experience, with four (4) years of progressively responsible leadership and management experience in a full-time capacity as a Chief Officer (Battalion Chief or higher) with a municipal, county, or state fire department. Experience serving a socio-economically diverse community is highly desirable.

Knowledge of:

- Municipal Fire Administration, including the general principles of organization, finance, personnel, public information, and management.
- Current fire suppression methods and incident command system operations, rescue principles, practices, techniques, equipment, and procedures.
- Modern methods, principles and practices used to prevent or limit loss of life and property in emergency situations dealing with fires, disasters, disaster preparedness, medical emergencies, water rescue, confined spaces, technical rescue, hazardous materials, or other emergency situations.
- Emergency preparedness policies, principles, rules, regulations, codes, and agreements used in emergency response including Mutual Aid agreements.
- Principles and practices of providing emergency medical response at the advanced and basic life support levels.
- Laws, ordinances, and regulations which govern Fire Department responsibilities including building construction and hazardous materials storage and handling.
- Principles and practices of supervision of a large group of employees through subordinate supervisors, including selection, training, evaluation, discipline, and effective supervision techniques.
- Effective employee relations techniques including disciplinary procedures and the Firefighter Bill Of Rights
- Effective labor relations.
- Practices and procedures of budget preparation and monitoring, material requisitioning, and purchase ordering.
- Principles and practices to achieve and maintain required training and/or certification.
- Safe work practices, procedures and standards.
- City and departmental rules, regulations, practices and procedures; applicable Federal, State and local laws and regulations.
- Functions of other City departments and of county, regional, state and federal fire and life and property protection agencies.
- Rules, regulations, general orders, and goals of the Alameda Fire Department;
- Knowledge of both the AFCA and IAFF 689 MOU
- Operation, maintenance and location of apparatus and equipment including specialized equipment and apparatus.
- City geography; structural composition including waterfront areas, and navigational hazards; basic types of building construction and structural conditions of buildings in the City; target hazards (i.e. hospitals, schools); local water supply, water systems and fire service hydraulics; mutual and automatic aid agreements.

Ability to:

- Effectively and efficiently participate in the administration of the Fire Department including Participation in the development and implementation of goals, objectives, policies, procedures, work standards, and internal controls of the Fire Department.
- Effectively plan, manage, coordinate, perform, and direct activities of assigned divisions, units, services, and programs.
- Develop, administer, implement, and/or complete assigned programs and projects.
- Negotiate and administer contracts and agreements.
- Develop and administer assigned budgets.
- Establish and maintain accurate records.
- Prepare and present concise, comprehensive reports and orders using various systems which may include Microsoft Office programs, payroll programs, time keeping software, and other data tracking systems.
- Communicate effectively.
- Demonstrate leadership and delegate efficiently and appropriately.
- Exercise command at emergencies and demonstrate effective leadership.
- Demonstrate teamwork, problem-solving, and collaboration.
- Instruct effectively, maintain discipline and high morale, stimulate interest, and command respect of subordinates.
- Supervise, train, and evaluate assigned staff.

- Function as an effective group or team member.
- Review and analyze complex and technical information and draw valid conclusions and project consequences of decisions and recommendations.
- Analyze situations and make quick decisions requiring sound judgment.
- Set priorities and meet deadlines.
- Exercise independent judgment.
- Maintain a level of knowledge required for satisfactory job performance.
- Issue instructions, directions, and orders clearly and effectively. Interpret, apply, explain, and enforce federal, state, and local policies, procedures, rules, laws, regulations, and court decisions.
- Effectively supervise and perform fire suppression, safety and prevention work, disaster preparedness, emergency medical and paramedic assistance, water rescue, confined space, and hazardous materials duties.
- Prevent or limit loss of life or property in emergency situations dealing with fire, disasters, medical emergencies, paramedic services, water rescues, confined spaces, technical rescue, hazardous materials, or other emergency situations.
- Effectively deal with, direct, and perform work activities under potentially dangerous situations, which may include exposure to various hazardous conditions.
- Maintain physical and mental condition appropriate to perform assigned duties and responsibilities.
- Maintain effective audio and visual discrimination and perception needed to perform assigned duties including making observations, communicating with others, reading and writing, and operating assigned equipment and emergency vehicles.
- Establish and maintain effective working relationships with employees, public officials, other agencies, and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Possession of a valid California EMT certificate or EMT-P license is required as a condition of initial and continued employment.

Willingness to work variable shifts weekends, holidays, irregular days and hours, and on call; respond to mutual aid calls requiring local, regional, in-state or out-of-state travel; attend meetings and educational sessions as required during on or off-duty hours; perform routine, repetitive work; train other employees; wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; take a loyalty or affirmation of allegiance to the United States and to the State of California.