

CITY OF LINCOLN

DEPUTY FIRE CHIEF

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, assists the Public Safety Chief in managing and directing the Fire Department; assists in the development and implementation of Fire Department goals, objectives, guidelines, and priorities; directs, manages, coordinates, and supervises personnel and activities of the Operations, Training, Administration, or Prevention Divisions; commands and coordinates emergency incidents including fire suppression, rescue, emergency medical services, and hazardous material response. Serves as acting Chief in the Public Safety Chief's absence; provides responsible administrative support to the Public Safety Chief and others; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a management level classification responsible for supervising staff, planning, developing and administering a budget, and directing the day-to-day operations of assigned areas within the Fire Department. Incumbents primarily serve in an administrative capacity with emergency operations functions as needed. The Deputy Fire Chief performs work that is complex, with significant responsibility for developing and implementing policies and procedures for assigned programs and program evaluation. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This class is distinguished from the Public Safety Chief in that the latter has responsibility for overseeing and managing all activities and functions of the Fire Department.

EXAMPLES OF DUTIES

Note: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Assists the Public Safety Chief in managing and directing the Fire Department.
- Assists in planning, organizing, and supervising all services and activities of the Operations, Training, Administration, or Prevention Divisions of the Fire Department, including fire suppression, emergency preparedness, community risk reduction, fire investigation, public services, programs, training, and administration.
- Manages the development and implementation of goals, objectives, administrative/standard operating guidelines, and standards of safety to ensure compliance with applicable laws and regulations.
- Participates in the development and administration of the department budget.
- Interprets and applies provisions of laws, rules, and regulations related to Fire Department matters.
- Trains employees in work procedures, standards, and safety practices, and reviews work in progress or upon completion for compliance with standards.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies and recommends disciplinary action.
- Reviews and approves employee work schedules, overtime, vacation, sick leave, and timecards.
- Conducts staff and safety meetings.
- Coordinates the department's work plan; meets with other management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; assists with division scheduling as needed.
- Confers with citizens and City officials on fire-related problems; assists in the development of innovative fire-related programs, policies and practices.

- Supervises the delivery of emergency services; responds to alarms as necessary, makes technical decisions as to the best methods of extinguishing fires, and assumes command of emergency operations.
- Supervises and conducts preliminary fact-finding inspections and investigations, including evidence gathering and documentation.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; recommends and directs the implementation of changes.
- Oversees the maintenance and repair of department vehicles, apparatus, equipment and facilities; coordinates annual apparatus service testing; ensures equipment is maintained in a constant state of readiness for emergency operations; conducts safety inspections; selects, recommends, and purchases equipment and vehicles as needed.
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences.
- Represents the Fire Department to other City departments, elected officials and outside agencies; explains and supports Fire Department programs, policies, and activities.
- Coordinates department activities with other divisions, departments, governmental agencies and outside organizations.
- Prepares and maintains a variety of records, reports and correspondence related to program activities.
- Participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations.
- Attends required training courses and seminars to stay abreast of new trends and innovations in the field of fire prevention and suppression, and emergency preparedness.
- Responds to difficult or sensitive complaints and requests for information from the public, news media, and City staff.
- Acts on behalf of the Public Safety Chief in his/her absence.
- Performs related duties as assigned.

WORKING CONDITONS

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, crouching, and lifting more than 100 pounds in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in creating reports, and using a computer keyboard. Additionally, the position requires near, far, night, and color vision in situations where there is viewing of maps and fire scenes. When providing emergency services, the position may be required to walk or run on uneven and slippery surfaces and climb ladders. Position may be required to work outdoors in all weather conditions; around loud siren noise; and moving vehicles. This position's responsibilities will work around fires, chemicals, pesticides, blood, and other potentially toxic exposures. Position may be subject to stressful situations and work unusual and prolonged hours during emergencies, including multi- week mutual aid assignments. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and technique of progressive fire administration including organization, administration, budgetary preparation and controls, program planning, implementation, and administration, and staff management training; modern firefighting and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment; modern fire prevention and investigation principles, practices, techniques, and procedures; mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects; modern organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; rules, regulations, and operational procedures of the Fire Department and the California Fire Code; Federal, State, and local laws and regulations pertaining to fire suppression, EMS, hazardous material handling, rescue operations, training, etc.; principles and techniques of supervision, training, motivation, staff development, corrective action, and performance evaluation; EMS, CPR, and other basic medical assistance techniques; principles and practices of management necessary to plan, analyze, develop, direct, and evaluate fire programs, fire control problems, and administrative policies.

Ability to:

Assume command level responsibilities, make life and safety decisions; make effective use of staff, equipment, and apparatus in emergency situations; direct, and coordinate fire emergency operations, training, and prevention activities; handle multiple work projects simultaneously and exercise good judgment in prioritizing work assignments; perform research, analyze findings, and prepare administrative and technical reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with subordinates, other Departments or Divisions of the City, City officials, outside organizations, and the public; know and understand all aspects of the job and departmental operations; observe and follow safety rules; analyze and determine solutions to various department or operational problems; know, understand, interpret, and explain laws, rules, regulations, codes, and operational procedures/processes, especially when responding to emergency situations/incidents.

MINIMUM QUALIFICATIONS**Education and/or Experience:**

Any combination of education and experience which would provide the required knowledge, skills and abilities necessary for a Deputy Fire Chief is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of eight years of increasingly responsible full-time experience in all functions of an organized fire department, including at least four years of full-time experience working as a chief officer with the Lincoln Fire Department or equivalent level position in another Fire Department/Agency/District and a Bachelor's degree from an accredited college with major course work in fire science or a closely related field (Master's degree, in any relevant discipline, is highly desirable).

License or Certificate Requirements:**Required:**

- State of California Certified Firefighter I & II Certificate or equivalent
- Possession of Class A or B State of California driver's license or Class C State of California driver's license with a Firefighter endorsement
- Possession of a State of California Certified Fire Officer or Company Officer Certificate
- Possession of a valid EMT certification or paramedic license
- ICS 100, 200, 300, 700 & 800
- Hazardous Materials IC
- Possession of a State of California Certified Fire Officer or Company Officer Certificate or equivalent.
- Possession of a State of California Chief Officer Certificate or equivalent (old curriculum), or all coursework completed for the State of California Chief Fire Officer Certificate or equivalent (new curriculum) at time of appointment.

**EMPLOYEES MUST BE TOBACCO FREE AND CANNOT USE TOBACCO
PRODUCTS ON OR OFF DUTY**