



Job Title	Fire Deputy Chief	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	6	Job Code	19417

Class Specification – Fire Deputy Chief

Summary Statement:	
The purpose of this position is to direct, manage, supervise and coordinate the activities and operations of the assigned Division within the Fire Department including Operations or Support Services Division services and activities; to coordinate assigned activities with other departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Fire Chief.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Assume management responsibility for assigned Division services and activities including operations, hazardous materials, fire prevention, resource management, and training program services and activities; manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; and recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and recommend, within department policy, appropriate service and staffing levels. Plan, direct, coordinate, and review the work plan for assigned Division staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems.
35%	Train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; and review disciplinary situations and implement discipline and termination procedures. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; and monitor and approve expenditures and implement adjustments. Respond to and assume command of various critical incidents to ensure proper response and tactics by fire personnel. Serve as the liaison for the assigned division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues; and represent the group to print and electronic media on critical and special events.



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20%	<p>Respond to and resolve difficult and sensitive citizen inquiries and complaints. Serve as staff on a variety of boards, commissions and committees; and prepare and present staff reports and other necessary correspondence. Provide responsible staff assistance to the Fire Chief. Serve as acting Fire Chief as assigned in the absence of the Fire Chief. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned unit programs, policies, and procedures as appropriate. Attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of fire suppression, emergency medical response, hazardous materials, and fire prevention.</p>
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Competencies Required:	
<p>Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p>	
<p>Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>	
<p>Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>	
<p>Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>	

Technical Skills Required:	
<p>Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in fire protection engineering, public administration, or a related field.

Experience: Five years of full-time responsible management, supervisory, and administrative experience in a fire department.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
 This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids:
 Computer, printer, copier, telephone, standard office equipment, and City vehicle.

Specialized Computer Equipment and Software:
 Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: June 2015