CITY OF SANTA CRUZ
FIRE DEPUTY CHIEF

Reports to: **Receives direction from the Fire Chief**
Supervises: **Exercises direct and indirect supervision over assigned staff**
Bargaining Unit: **Fire Management**

BASIC FUNCTION

Under direction, assists the Fire Chief in planning, directing, managing and overseeing the activities and operations of the Fire Department; provides highly responsible and complex administrative support to the Fire Chief; manages and supervises the activities of one or more assigned functions, which may include fire operations and fire prevention; directs the work of Fire Battalion Chiefs and other subordinate staff; participates in the development of departmental goals and objectives; assists in the formulation of policies and procedures, directs and coordinates activities with other Fire Department managers, City staff, and outside agencies; ensures Department compliance with applicable Federal, State, and local laws, ordinances and codes; provides oversight of budget expenditures; serves as incident commander at emergency scenes; may assume full responsibility for Fire Department administration in the absence of the Fire Chief; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Fire Deputy Chief** is the assistant department head classification responsible for providing management level assistance to the Fire Chief; directing and supervising the fire operations division, which provides emergency fire and rescue services to the community; and for the direction and supervision of the fire prevention division. This classification is distinguished from the next lower classification of Fire Division Chief in that while the latter provides management level support to the Fire Chief and directs the work of various program managers within the Fire Department, the Fire Deputy Chief functions as second in command, manages several major fire department divisions and has responsibility for assisting in the overall management of the Fire Department. This classification is distinguished from the next higher level classification of Fire Chief in that the latter is a department head responsible for the overall management of the Fire Department.

TYPICAL DUTIES *(May include, but are not limited to those listed below.)*

- Assists the Fire Chief in the development, planning and implementation of the goals and objectives of the department; recommends and administers policies and procedures; assists with short- and long-range planning; analyzes and recommends strategies to improve effectiveness of operation; provides technical assistance and advice to the Fire Chief; oversees departmental records management.
- Directs and oversees multi-company response to emergency fire, medical aid, hazardous material, rescue and other emergency operations and directs staff responding to emergencies; assesses emergency situations and requests additional companies as appropriate; directs and coordinates the location and work of incoming companies.
- Supervises and provides day-to-day oversight for fire prevention activities; oversees staff

responsible for reviewing plans and specifications for new buildings and fire protection systems, investigating fires as to cause and origin, conducting fire prevention inspections of residential and commercial structures and educating the public in fire prevention and fire inspection.

- Supervises, trains, and evaluates assigned staff; recommends the selection, promotion and discipline of employees; confers with and advises the Fire Chief on issues related to division activities; responsible for the motivation, training, development and discipline of assigned staff; plans and coordinates work programs and projects; assists subordinate staff in establishing programs and objectives; confers on and coordinates station operations and personnel issues with the Fire Chief and Battalion Chiefs; interprets and explains regulations, policies and procedures to staff.
- Assists in the development and administration of the department budget; develops, prepares and implements budgets related to assigned activities; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; plans for existing and future equipment and facility needs; evaluates recommendations for purchase of equipment; secures and evaluates bids; administers contracts for equipment, materials and services.
- Oversees and assists with the management of personnel and employee relations issues, including disciplinary actions and the resolution of grievances; acts as a department resource for employee relations issues.
- Prepares a variety of reports and other written documents; recommends, develops and implements changes in policies, rules and regulations; performs research and analysis of administrative or operational issues by gathering data, conducting feasibility studies, preparing reports and making recommendations.
- Coordinates Fire Department activities with other City departments and other agencies; coordinates fire suppression resources during mutual aid responses; represents the department on various regional committees; makes presentations to staff, other agencies and community groups.
- Develops and implements programs related to departmental activities, insuring that applicable federal, state and local fire codes and laws are understood and enforced by department staff; administers and enforces the policies, procedures, rules and regulations of the department and the City.
- Serves as incident commander at emergency scenes; may be assigned as a member of the incident overhead team.
- Acts as Fire Chief in the Chief's absence as required.
- May be required to remain available on a standby basis when off-duty.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level and slippery surfaces, balancing, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when assessing emergency situations, performing inspections and reading documents. This position requires the ability to effectively communicate orally and acute hearing to communicate in both emergency and non-emergency situations. This position requires the ability to smell in order to detect odors, such as smoke, gases and other odors that could indicate harmful or dangerous environments. The need to lift, carry, drag and push tools, equipment, supplies, victims and patients weighing up to 165 pounds is also required. Additionally, the

incumbent in this position may be exposed to a variety of working conditions, including wet, heat and cold and may be exposed to toxic or caustic chemicals. This position may be exposed to loud noises such as helicopters, fire engines and chainsaws. The nature of the work may require the incumbent to climb ladders, work in confined spaces and wear a breathing apparatus. The incumbent will be required to respond to after hour emergency calls. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Knowledge:

- Standard fire department policies, procedures and practices.
- Fire related codes and ordinances; applicable federal, state and local regulations.
- Techniques, tools, equipment and materials related to fire suppression, prevention, training and incident command.
- Staff scheduling and resource allocation.
- Principles and practices of organization, program management and administration.
- Principles and practices of staff supervision, training, evaluation and development.
- Building materials and construction.
- Principles and practices of budget administration and monitoring.

Abilities:

- Research, analyze, interpret, compile and evaluate administrative and/or technical issues and make appropriate recommendations for action.
- Plan, coordinate and implement comprehensive programs.
- Assist in developing and administering the department budget.
- Supervise, lead, motivate, train and evaluate staff.
- Assess emergency incidents and operations and develop, implement and direct appropriate action.
- Effectively utilize staff, equipment and apparatus in emergency and non-emergency situations.
- Communicate clearly and concisely, both orally and in writing.
- Write accurate and comprehensive reports and correspondence.
- Make effective presentations to groups.
- Establish and maintain effective working relationships.
- Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status.
- Represent the department to other agencies and the community.
- Observe safety principles and work in a safe manner.
- Maintain physical health, strength, stature and agility to meet the physical demands of fire suppression work.

EDUCATION AND EXPERIENCE

- High school graduation or equivalent and
- Six years experience as a full-time firefighter, including three years of supervisory experience equivalent to Fire Captain or above.

LICENSES

- Possession and maintenance of a valid California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- AA or BA degree in Fire Science, Public Administration, Business Administration or a related field.

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Career Ladder

- Fire Chief
- *Fire Deputy Chief*
- Fire Division Chief
- Fire Battalion Chief
- Deputy Fire Marshal
- Fire Captain
- Fire Engineer
- Fire Prevention Inspector II
- Fire Prevention Inspector I
- Firefighter