



Job Code: 0585  
FLSA: E  
Unit: MGMT  
Revised:

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## DEPUTY FIRE CHIEF

### **DEFINITION**

Under general direction, is responsible for the management and supervision of multiple divisions of the Fire Department, per department policy; assumes command of the department in the absence of the Fire Chief; and performs other duties as required.

### **EXAMPLES OF DUTIES**

Administers payroll and budgets; develops and edits policy manuals; manages hard copy and electronic records systems; writes annual reports; tracks program development and quarterly objectives; conducts career development planning and employee career counseling; writes and conducts employee performance appraisals; participates in and oversees employee training; investigates accidents and complaints; conducts surveys; organizes, participates in, and/or leads City and department committees; provides liaison with other agencies and fire service organizations; prepares speeches and makes presentations to civic, business, and educational groups; develops purchasing specifications; reviews and administers contracts; troubleshoots program and system problems; uses computers to perform word processing, spreadsheet and specialized functions; as assigned, directs and manages emergency response services, such as: facilities, repair and maintenance programs; maps; opticoms; training; career development; physical fitness; pre-incident planning; alarm and communications systems; incident investigation; volunteer firefighter personnel; public education; fire company inspections; community and media relations; inventories; disaster planning and personnel safety; directs and manages code enforcement and support services, such as: fire and building code adoption, inspection, and enforcement; plan checking; speakers bureau; private fire protection systems; permit system and developer fees; licenses, public information; computer aided dispatch and radio systems; hazardous materials regulations, permits, inspections, and enforcement.

### **DESIRABLE QUALIFICATIONS**

Knowledge of: Modern administration principles, practices, and terminology related to municipal Fire and Building Department operations; principles and practices and techniques of supervision; principles, practices, and techniques of firefighting and emergency operations; fire prevention, building code inspection

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and enforcement processes; application of related ordinances, laws, rules and regulations, national codes and standards; computer operating systems and software applications; effective training and communication techniques; hazardous materials program management; incident command system; fire apparatus design, construction, and safety factors; effective labor relations; effective training program development; principles of safety program management; budget preparation and administration.

Skill to: Effectively interpret and administer departmental policy in the areas of fire protection planning, development, code enforcement, emergency medical services, hazardous materials, incident command system application, city/county/local area interrelationships; supervise activities at major fires and emergencies; analyze fire protection and community problems; plan and develop goals, objectives, policies, and procedures; establish and maintain effective public relations; provide fire protection and energy conservation information to developers, homeowners, and the general public; develop, direct, and control the activities and capabilities of subordinate personnel; relate effectively to those contacted in the course of work; exercise sound judgment, tact, resourcefulness, and leadership; forecast needs; prepare and administer budgets; make sound decisions in accordance with laws, ordinances, rules, regulations, policies and procedures; communicate effectively both orally and in writing; utilize computers and computer software for information retrieval, analysis and planning, records management, status tracking, report and memo writing; manage time and set priorities; work well under pressure of deadlines.

Experience: Five years of increasingly responsible supervisory experience in municipal fire protection and prevention with three years in a command position. Computer experience preferred.

Education: Equivalent to an AA Degree from a community college with a major in fire science, fire, business/public administration. Additional courses in executive development are preferred. A Bachelor's Degree in a related field is preferred.

License: Possession of appropriate, valid California driver's license and, when required, a valid Medical Examiner's Card must be maintained.

Certification: P.C. 832 certification. State Board of Fire Services Chief Officer Certification.

Physical Characteristics: See well enough to drive vehicles, read small print on documents and maps; detect subtle shades of color; hear and speak well enough to communicate over the telephone, radio and in person at distances up to fifty

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feet over the noise of machinery; voice clarity to command during emergency operations; bodily movement to swiftly climb ladders, and work in confined spaces; meet requirements for wearing safety equipment; use of fingers and hands to write, operate equipment, drive a vehicle, operate a computer keyboard; stamina to perform administrative functions and meet physical and mental demands during an extended emergency.

Other Characteristics: Must be willing to: work such hours as are necessary to accomplish the job requirements; be on-call and respond to emergencies; attend meetings, seminars, conferences, and schools during or after normal work hours; travel out of town or out of state for several days at a time; wear a uniform when appropriate; work under adverse conditions such as those inherent in emergency situations.

(jd0585.sam`)