



CITY OF LEMON GROVE

Class Title: Deputy Fire Chief
Department: Fire Department

GENERAL PURPOSE

Under general administrative direction of the Fire Chief, direct, manage, supervise, and coordinate assigned activities and operations within the department including operations, services, training, facility/equipment maintenance, fire prevention, fire suppression, fire inspection, emergency medical services, hazardous materials response, disaster preparedness, and public education; respond to emergency incidents; coordinate assigned activities with shifts, departments, and outside agencies; provide highly responsible and complex administrative support to the Fire Chief; act for the Fire Chief in absence; and perform other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Routine Duties

- Manage and participate in activities necessary to provide fire prevention, fire suppression, fire inspection, emergency medical services, and disaster preparedness programs to the City, including directing the enforcement of Federal and State regulations, laws, codes, and local ordinances;
- Identify the fire training needs of personnel; assist in the development and implementation of the department's training programs and schedules for fire fighting, emergency medical services, and other emergency responses services and programs and training of the volunteer and reserve firefighters; coordinate training programs with other departments and outside agencies; maintain fire department training records; attend and participate in regional fire, rescue, and emergency medical services training and coordinate mutual aid activities; maintain a cooperative and effective working relationship with other fire and safety organizations;
- Coordinate department personnel and organization requirements; delegate projects and programmatic areas of responsibility; review and recommend work methods and procedures; identify and resolve problems; knowledge of new trends and innovations in the field of fire prevention, suppression, and safety; identify opportunities for improvement; serve as safety officer with responsibility for department safety including compliance with regulations, documentation, reporting, training and evaluating of personnel;
- Respond to major emergency alarms and assume command of field operations if required; perform a management role in the direction of assigned personnel and equipment at the scene of emergencies involving fire, all types of accidents, hazardous materials incidents, and life-saving and rescue work;
- Provide highly responsible and complex administrative support to the Fire Chief; conduct organizational studies and investigations; review and analyze data to prepare a variety of technical and departmental reports and documents; draft and recommend City codes, regulations, policies, procedures, and ordinances pertaining to fire services and activities;

- Coordinate and assist in the development and implementation of the department's record management system, including data files as well as a traditional file system to ensure dependable reference and historical documentation of the department's administration and operation;
- Manage and participate in the development and implementation of department goals, objectives, policies and priorities for assigned programs and services; assist in overall department budget development; recommend funds needed for staffing, equipment, materials, and supplies of both administration and operation; prepare bid specifications for contracts and services; may approve expenditures and implement budgetary adjustments as appropriate and necessary to ensure fiscal integrity and operational effectiveness; participate in facility planning and coordinates maintenance and repairs to existing facility;
- Coordinate and collaborate with City departments and with outside agencies; prepare and present staff reports to the City Council; serve on a variety of committees and commissions as assigned; speak before public and professional groups on plans, objectives, policies and programs and fire service issues in general;
- Respond to citizen complaints and requests for information; work to resolve difficult and sensitive citizen complaints; review problems and recommend corrective actions; and
- Perform related duties and responsibilities as required.

When Assigned as Fire Marshal:

- Coordinate fire prevention activities with other programs of the department and with other departments within the City; inspect locations where fire hazards may exist including difficult and complicated occupancies; assist in the abatement of unsafe and dangerous buildings and property; oversee and participate in management of fire scene cause and origin investigation;
- Review development and construction plans and activities including the review of building and site plans for conformity to Uniform Fire Code requirements; review business applications and perform on site inspections prior to granting of business licenses; perform annual site inspection of businesses including fire alarm systems, fire sprinklers and other fire protection systems and regulations; consult with and conduct joint inspections with the building official as needed;
- Provide fire inspection and the enforcement of all ordinances, laws, codes and the transportation, storage and handling of explosives, flammable liquids, compressed gases, acids, and other combustible and/or hazardous materials that create fire, health, or safety hazards;
- Develop and supervise the maintenance of complete and accurate records of fire safety codes, regulations, ordinances, inspections, violations, penalties, and fire losses by using databases and spreadsheets; a records management system that includes computer data files as well as a traditional file system to ensure dependable reference and historical documentation;
- Coordinate and develop public education and outreach programs and materials; conduct oral presentations to civic organizations and school groups designed to encourage good fire safety practices and the elimination of fire hazards;

- Enforce state, federal and local laws, ordinances and regulations pertaining to the prevention and control of fire, the protection of life and property from fire, explosion or panic.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree from an accredited college or university with major course work in fire administration, fire science, public administration or a related field; and
- Five (5) years of increasingly responsible experience in an agency providing a full range of urban fire protection services including three (3) years of administrative and supervisory responsibility at the level of captain or above with extensive experience in the management of a major division in a fire agency; previous paramedic licensure; supplemental training in construction, code enforcement, hazardous materials and related areas are highly desirable.

LICENSES AND CERTIFICATIONS

- Possession of a valid Class C California driver's license;
- Possession of a California State Chief Officer Certification or ability to obtain within one-year of employment;
- Possession of Firefighter I, Firefighter II, and Fire Officer certifications issued by the State of California;
- Possession of CPR Certificate;
- Possession of Hazardous Materials First Responder Incident Command Certificate;
- Possession of Strike Team Leader Certificate;
- National Fire Academy Executive Officer Certification is highly desirable; and
- Required to be bondable.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Fire ground tactics and strategy; emergency incident management; principles of incident safety; automatic and mutual aid agreements; hazardous materials incident management; and confined space and technical rescue techniques;
- Principles and practices of program development and administration;
- Principles and practices of training program development and implementation;
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation;
- Operational characteristics of fire apparatus and equipment including emergency driving techniques;
- Principal and practices of disaster preparedness, response, and recovery;
- Government codes, ordinances, and regulations and Civil and Criminal codes as they relate to the functions of the fire department;
- Geography and street layout of the City and surrounding area;
- Laws and regulations pertaining to fire and emergency medical services operations;
- Personal protective equipment;

- Office procedures, methods, and equipment including computers and applicable software applications;
- Methods and techniques of public relations;
- Departmental Policy and Procedures Manual of Operations;
- Principles and practices of municipal budget preparation, administration, and procurement;
- Principles of supervision, training, and performance evaluation; and
- Pertinent Federal, State, and local laws, codes, and regulations including Environmental Protection Agency (EPA) regulations pertaining to hazardous materials.

Ability to:

- Oversee and participate in the management of fire suppression, prevention, emergency medical services, training and disaster preparedness program services and activities.
- Perform competently in dynamic, highly stressful situations; command fire department staff and operate vehicles and radios.
- Work extended hours and days to meet operations needs.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Effectively work with contractors and manage contract agreements.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Meet and deal tactfully and effectively with the public in all types of situations.
- Collect, analyze and evaluate data and be able to prepare and deliver clear and concise written and oral management reports.
- React quickly and calmly in all types of emergency situations.
- Speak effectively before public gatherings.
- Research, analyze and evaluate new service delivery methods and techniques.
- Operate modern office equipment and computers.
- Interpret and apply federal, state and local policies, laws and regulations.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands

Primary functions require sufficient physical ability to work in an office setting and operate office equipment. **Continuous** sitting, upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. **Frequent** side-to-side turning of

neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. **Occasional** squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet. Operate a vehicle to travel to various locations; operate fire suppression and medical response equipment and apparatus. **Vision** required to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment. **Hear** in the normal audio range with or without correction.

Work Environment

Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; occasional exposure to noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, and all types of weather and temperature conditions; occasional works near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; wear protective apparel including goggles, face protector, aprons, safety shoes and oxygen breathing apparatus; may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings. Work schedule is 9/76.5 with every other Friday off. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: July 6, 2004