

City of South San Francisco  
Human Resources Department

**Deputy Fire Chief**  
Class Description

**Definition**

Under administrative direction, performs responsible management, technical, personnel, and administrative work. Plans, directs, supervises, and participates in the activities of one or more major divisions, takes command of the department in the absence of the Fire Chief, and does related work as required.

**Distinguishing Characteristics**

This safety classification is distinguished from other management classifications in the department, as it has prime responsibility for directing divisional activities of Fire Prevention, Code Enforcement, Emergency Medical Services, Disaster Preparedness, or the Operations, and Administration Divisions, and it exercises considerable independent judgment in directing and supervising the functions. Specific division responsibility may vary as needed.

**Typical and Important Duties**

1. Assists in the planning, development, and implementation of division as well as departmental policies, goals, and objectives.
2. Plans, directs, and coordinates the work of the divisions assigned.
3. Develops, implements, and administers policies, procedures, and directives.
4. Coordinates and supervises the activities of the assigned divisions.
5. Assists with employee relations with all bargaining units within the department and serves as a member of the city's negotiating team, when assigned.
6. Prepares memoranda, directives, and a variety of technical and departmental reports and records.
7. Supervises and coordinates the maintenance of employee records as well as other departmental reports and records.
8. Reviews the work of subordinates to ensure compliance with divisional, departmental, and City policies and standards.
9. Supervises assigned staff by scheduling, assigning, and prioritizing work; trains, conducts performance evaluations; takes or recommends actions regarding hiring, promotion, time off, and discipline; approves time off and develops effective recommendations on all employee actions; confers with management and supervisory staff and others in scheduling work and assigning staff.
10. Ensures management and supervisory staff provide appropriate training; follows through on performance evaluations and performance issues; adheres to codes, safety procedures, memorandums of understandings, regulations, and applicable laws, as required.
11. Prepares, reviews, controls, and analyzes the division's annual operating budget; may coordinate the preparation of the entire department budget; controls the division's budget expenditures and may control department budget expenditures.

12. Coordinates division activities with other City departments, divisions, and outside agencies.
13. Represents the division and/or department with other City departments, public agencies, professional organizations, public utilities, and the general public by answering questions and preparing and presenting oral and written reports.
14. Conducts a variety of analytical and operational studies regarding divisional activities; evaluates alternatives and makes recommendations; implements procedural, administrative, and/or operational changes; identifies and resolves problems and potential problems taking appropriate action to remedy situations.
15. Reviews modifications in laws, regulations, and guidelines and how it affects the divisional and departmental activities; evaluates the effect of such changes, and recommends and implements adjustments to policies and procedures as required for compliance.
16. Responds to major fires and other life and property threatening emergencies and assumes command as necessary; as assigned, responds to second alarm emergency incidents and assumes command as necessary.
17. Takes command of the department in the absence of the department head.
18. Performs related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### **Knowledge of:**

- Principles, methods, and practices of managing a major unit of a fire department.
- Applicable laws, rules, regulations, ordinances, and codes pertaining to fire administration, emergency medical services, prevention, building construction, code enforcement and fire suppression.
- Internal functioning of City government and community needs.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Applicable federal, state, and local laws, regulations, and reporting requirements, including related safety regulations.
- Principles and practices of project management, administrative analysis, and report preparation.
- Principles and practices of budget development and administration.
- Principles and practices of public administration and human resources as applied to departmental administration, including basic employee relation concepts.
- Computer applications related to areas of assignment, including word processing; spreadsheet, presentation, and database applications.
- Standard office practices and procedures, including automated records management.
- Techniques for dealing with the city staff, representatives of other agencies, organizations, and the public, and resolving problems tactfully and effectively.
- Principles, practices, methods, and techniques of modern fire suppression activities.
- Operation and maintenance of various firefighting apparatus and equipment.

Ability to:

- Research, analyze, coordinate, control, and direct assigned activities.
- Prepare clear, concise, and comprehensive oral and written reports.
- Interpret and apply relevant laws, ordinances, codes, regulations, and operational policies.
- Make public presentations.
- Effectively resolve conflict and solve problems.
- Promote and demonstrate a high level of customer service.
- Effectively manage the work of the division.
- Develop and implement improvements to systems, organization, and operations.
- Plan, supervise, direct, train, and evaluate the work of staff.
- Acquire a thorough knowledge of department and divisional policies and a working knowledge of applicable city policies; formulate and administer sound departmental policy.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work, such as employees, labor unions, officials, other public agencies, and the public.
- Make process improvement changes to streamline procedures.
- Apply computer programs related to the work.
- Take a proactive approach to customer service issues.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Operating a personal computer and associated applications.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Eight years of progressively more responsible fire suppression experience, including at least four years supervisory experience at a level comparable to a South San Francisco Fire Captain.

Training:

An associate's degree from an accredited college with major coursework in fire science, fire administration, public or business administration, or related field. A bachelor's degree from an accredited college or university in public administration, business administration, management, or other related field is desirable.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

#### **Physical Skills:**

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; lift and carry 100 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

#### **Work Environment:**

Mobility to work in a typical office setting or field environment with exposure to cold, heat, noise, outdoors, vibration, confining spaces, dust, chemicals, explosive materials, mechanical hazards, and electrical hazards.

#### **Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work on-call, and stand-by; work protracted and irregular hours.

### **Additional Information:**

- Approved: April 1995
- Revised Date: July 1997; September 2001, June 2003
- Former Titles: Assistant Fire Chief
- Abolished:
- Bargaining Unit: Public Safety Managers
- DOT: NO
- Status: Classified/exempt
- Job Code: M110