



The City of Calimesa Fire Department

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(909) 795-9801 www.cityofcalimesa.net

DEPUTY FIRE CHIEF

\$65,272.68 – \$83,306.32 Annually

DEPARTMENT: FIRE DEPARTMENT

FLSA STATUS: EXEMPT

POSITION STATUS: REGULAR FULL-TIME

REPORTS TO: FIRE CHIEF

DEFINITION

Under the administrative direction of the Fire Chief, manages, supervises and coordinates the operations and services of the Fire Department which may include, but are not limited to, recommendation of policies and procedures, training, EMS communications, records, support services and fire safety technical services functions; coordinates department activities with other City officials or outside agencies; provides responsible and complex staff support to the City Manager

DISTINGUISHING CHARACTERISTICS

The **Deputy Fire Chief** is the management level class within the fire safety class series and has responsibility for managing, supervising and coordinating all organizational and operational facets of fire protective services. This classification is distinguished from the next lower classification of Fire Captain in that it has management responsibility for the entire Fire Department in the absence of the Fire Chief, rather than just for a division or engine company.

ESSENTIAL JOB FUNCTIONS (including but not limited to the following):

Prior to January 1, 2018 (Training and certain Administrative Duties only):

Note: No duties in this section shall involve actual Fire Service delivery to the public. In addition, during the period from appointment to December 31, 2017, the Deputy Fire Chief will be publically named as "Deputy Fire Chief Designate".

- Recommend, implement and maintain Fire Department goals, objectives, policies, procedures and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Review, evaluate and recommend purchases of equipment and supplies for the operation of Station 21 upon commencement of the City's Fire Department.
- Assist in the recruitment, training and planning for firefighters to serve in the Fire Department.

- Develop and maintain lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinate joint operations with outside agencies; mitigate conflicts with other departments or agencies; oversee and participate in the development of new fire mutual aid and automatic agreements and procedures.
- Provide responsible staff assistance to the Fire Chief; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fire programs, policies, and procedures as appropriate.
- Perform other administrative duties and training as deemed appropriate or as directed by the Fire Chief Designate or City Manager.

On and After January 1, 2018:

- Assume responsibility of the Fire Department in absence of the Fire Chief.
- Manages and supervises activities of personnel performing fire inspection, prevention, suppression, and emergency services.
- Assume management responsibility for all assigned Fire Department activities and services including activities associated with training/hazmat disaster preparation, EMS communications, records, support services and fire safety technical services functions.
- Recommend, implement and maintain Fire Department goals, objectives, policies, procedures and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Supervise and coordinate the Fire Department's workplan through appropriate department staff; assign work activities and responsibilities to appropriate department personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Recommend and coordinate the selection, training and evaluation programs for all Fire personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures.
- Respond to major fire alarms and personally direct fire suppression activities as necessary.
- Coordinate the testing of equipment; and inspect personnel, equipment and living quarters.
- Direct hazardous and toxic materials control activities.
- Present, justify and defend Fire programs, operations and activities; negotiate and resolve controversial department issues; recommend new ordinances, laws and regulations related to fire protection; and make recommendations concerning personnel, apparatus and equipment.
- Oversee and participate in the development of the Fire Department's budget; forecast funds needed for staffing, equipment, materials and

supplies; monitor expenditures; advise appropriate department personnel on budget matters.

- Serve as the liaison for the Fire Department with other departments, and outside agencies; negotiate and resolve sensitive and controversial issues; coordinate special community programs.
- Coordinate and assist in the City's Emergency Operations Center (EOC); coordinate and collaborate with other agencies that share the technologies and workspace within the joint operations that occur in the EOC.
- Develop and maintain lines of communication and cooperation with peers in surrounding local, state, and federal agencies; coordinate joint operations with outside agencies; mitigate conflicts with other departments or agencies; oversee and participate in the development of new fire mutual aid and automatic agreements and procedures.
- Serve as a resource for department personnel, City staff and other organizations; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to the field of fire protective services and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Provide responsible staff assistance to the Fire Chief; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to fire programs, policies, and procedures as appropriate.
- Perform other related duties as required or as directed by the Fire Chief.

MINIMUM QUALIFICATIONS

Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Deputy Fire Chief. A typical way of obtaining the required qualifications is to possess the equivalent of fifteen (10) years of increasingly responsible experience in all phases of fire suppression, prevention and emergency medical services including three years supervisory experience. A high school diploma or equivalent is required. Completion of major coursework from an accredited college or university in Fire Science, Fire Administration, Business or Public Administration is also required.

Licenses

- Possession of a valid class C California driver's license and a satisfactory driving record.
- Possession of Fire Officer Certification.

Necessary Qualifications:

The Deputy Fire Chief shall possess the following skills, knowledge and experience:

- Operations and standard operating procedures of a modern fire prevention, suppression and emergency medical services program.
- Principles and practices of program development and administration.
- Complex principles and practices of fire management
- Operation, maintenance and uses of firefighting apparatus and equipment.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.
- Applicable Federal, State, and local laws, codes and regulations.
- Occupational hazards and standard safety practices.
- Modern office equipment including a computer and applicable software.
- Methods and techniques for basic record preparation and writing.

Ability to:

- Develop and establish policies and procedures
- Plan, direct and manage fire prevention, suppression, emergency medical and support activities.
- Plan, organize and direct the work of subordinate staff.
- Supervise and direct the operations and activities of the Fire Department. Courteously respond to community issues, concerns and needs.
- Analyze a complex issue and develop and implement an appropriate response. Prepare clear and concise administrative and financial reports.
- Prepare and administer a municipal budget.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes and regulations.
- Establish and maintain effective working relationships.

Skill to:

- Effectively operate fire fighting and life safety equipment and tools.
- Effectively operate a motor vehicle on City streets.
- Operate computer and applicable software.

Special Requirements:

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company.

Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

Physical Requirements and Environmental Conditions:

Physical Demands:

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

Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and man-made disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

Revised 9/23/2020