

CITY OF HEMET

DEPUTY FIRE CHIEF

DEFINITION

Under administrative direction, plans and directs the activities of an assigned Division of the Fire department; performs related duties as required.

CLASS CHARACTERISTICS

The Deputy Fire Chief classification is a dual position class which reports directly to the Fire Chief. The position which carries the functional title of Operations Officer directs fire suppression, training, and administration. The position which carries the functional title of Building Official directs fire prevention and building and safety activities, including code enforcement.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of policies, rules, and regulations pertaining to fire suppression, prevention, training, and emergency services operations.
2. Plans, directs, and coordinates personnel engaged in fire suppression, prevention, training, and emergency services.
3. Plans, directs, and coordinates personnel engaged in enforcement of federal, state, and local laws, codes, and ordinances covering construction and safety.
4. Assists in the development and administration of the budget for the assigned Division of the department.
5. Acts as Fire Department Duty Officer on a regularly scheduled basis, and may assume command at a large scale emergency incident.
6. Advises, and otherwise provides assistance to the Fire Chief, City Manager, other City personnel, and the public concerning fire, and emergency services issues.
7. As designated representative of the department, coordinates fire suppression, prevention, training, and emergency services with other City departments, other fire departments and agencies.

EXAMPLES OF DUTIES (Continued)

8. Participates in the selection of employees; plans and organizes work; participates in the development and implementation of work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; initiates disciplinary action.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of an A.A. or A.S. curriculum in Fire Science, or equivalent, seven years experience in the fire service, and three years of supervisory experience at the level of Battalion Chief. A bachelor's or advanced degree is desirable.

Knowledge, Skills, and Abilities

Thorough knowledge of modern municipal fire department administration and organization; methods, techniques, and equipment used in modern fire fighting; laws affecting fire prevention; principles and practices of supervision. Working knowledge of public safety services provided in the area of building and safety. Ability to plan, organize, and coordinate department activities; assume command at emergencies and provide leadership; prepare and present reports; communicate effectively, both orally and in writing; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license and a satisfactory driving record.

Possession of a State Chief Officer Certification is desirable.