

Menlo Park Fire Protection District

DEPUTY FIRE CHIEF

(Safety, full-time, exempt, senior management, benefited position)
Class Description

Definition

Under administrative direction of the Fire Chief, the Deputy Fire Chief provides day-to-day operations management of the District; conducts studies, prepares reports and recommendations; coordinates and administers selected programs; assumes responsibility in the absence of the Fire Chief; and performs related work as required.

Distinguishing Characteristics

This is a single position, senior level classification that addresses the day-to-day operational issues of the District. This position exercises considerable independent judgment and discretion in assisting the Fire Chief with oversight of divisional functions and personnel issues. The incumbent works with considerable latitude and independent judgment in interpreting and applying broad policies, rules, and regulations.

Typical and Important Duties

1. Maintains oversight of the Operations Division, Training Division, and Support Services Divisions and the State and Federal Urban Search and Rescue Program.
2. Assists in coordination of the budget for the divisions of operations, support services and training.
3. Provides general direction to administrative staff in the absence of the Fire Chief.
4. Oversees and facilitates liaison relationships with other agencies to collaborate on issues related to operations, training, and other programs as assigned.
5. Prepares and presents staff reports; attends Board meetings.
6. Establishes short and long-range goals; assists with development of strategic and organizational plans, policies and procedures.
7. Reviews personnel, organizational and administrative problems; recommends and implements an effective course of action.
8. Interprets, explains, applies, and makes decisions in accordance with various laws, rules, and policies.
9. Prepares and presents memoranda, reports, studies, directives, and a variety of technical documents.
10. Ensures management and supervisory staff provide appropriate training and follow through on performance evaluations and performance issues, adherence to codes, safety procedures, District policies, memoranda of understanding, and federal and state laws.
11. Ensures complete and thorough familiarization with all operating functions in order to provide competent assistance and command as needed.
12. Ensures procedures are current and provides instructions for maximum effectiveness in fire suppression efforts.
13. Ensures that specialized assignments are conducted in a proficient and competent manner, including deployments, reports, and timely reviews.

14. Stays current with changes in education, technology, rules, regulations, and laws related to the work.
15. May respond to major incidents of alarms involving life or property emergencies; assumes command as appropriate; takes a leadership role in the Incident Command System as appropriate.
16. Performs other related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles, practices, methods, and procedures of managing fire suppression and emergency medical services operations.
- Applicable laws, rules, ordinances, codes and regulations affecting fire administration, fire suppression, emergency medical services, and business functions.
- Principles and practices of management, supervision, training, and employee development.
- Principles and practices of public administration, finance, budget, human resources, employee relations, and information technology.

Ability to:

- Research, analyze, coordinate, control, and direct assigned activities.
- Prepare clear, concise, and comprehensive verbal and written reports and communications.
- Interpret and apply relevant laws, codes, regulations, ordinances, and operational policies.
- Plan, supervise, evaluate, and direct management and subordinate staff.
- Communicate effectively in writing and verbally with others to assimilate, understand, and convey information in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to customer service issues.
- Make/recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Maintain confidentiality regarding sensitive information.
- Effectively deal with personal danger; perform life-saving and rescue procedures.

Skill in:

- Operating assigned equipment.
- Operating a personal computer and appropriate work-related applications, such as including word processing, calendaring, and e-mail systems.

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: Full-time supervisory experience in the position equivalent to that of Battalion or Division Chief supplemented by training in employee relations and business practices.

Training: A Bachelor's degree from an accredited college or university with major coursework in fire, business, public administration, or related field is desirable. Chief Officer Certification is desirable.

Licenses and Certificates

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

- Possession of, or ability to obtain, an appropriate, valid California Driver's License, which must be maintained as a condition of employment.

Special Requirements

Essential duties require the following physical skills and work environment hazards:

Physical Skills: Ability to run, walk, crouch, or crawl during emergency operations; move and/or lift equipment and injured/deceased persons; climb stairs/ladders; walk, stand or sit for extended periods of time; operate assigned equipment and vehicles 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 fire encompassed surrounding, dangerous persons, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic; and natural and man-made disasters; work in an emergency fire fighting environment; work in intense life threatening conditions; exposure to fire, smoke, bodily fluids, and noise; work in inclement weather conditions.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

Approved:

Revised Date: September 24, 2008

Former Titles:

Abolished:

Bargaining Unit: Senior Management

ADA Review: _____,

DOT:

Physical: Class

Status: Exempt

EEOC Category:

Job Code:

Resolution #:

Resolution Date: