

AMADOR FIRE PROTECTION DISTRICT

JOB CLASSIFICATION: DEPUTY FIRE CHIEF

SUMMARY DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by the employees in the class. Specifications are not intended to reflect all duties performed within the job.

Description:

The Deputy Fire Chief is the second level of the executive staff of the Amador Fire Protection District (District) and works under the general direction of the Fire Chief.

The Deputy Fire Chief assists the Fire Chief in the overall management, direction, and leadership for all District functions, operations, and personnel. Responsibilities include: reviewing the general operation of the District to determine efficiency; provide direction on major projects or problem areas; strategic planning; developing and implementation of policies and procedures, provide highly complex staff assistance to the Fire Chief and will serve as Fire Chief in the absence of the Chief.

A person assigned to the Deputy Fire Chief classification is trained in fire suppression and emergency medical care and is engaged in the prevention, control, and extinguishment of fires and response to emergency situations where life, property or the environment is at risk. The Deputy Fire Chief also responds and renders aid in non-emergency situations as needed.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Deputy Fire Chief will coordinate activities with other District managers, City and County officials, outside organizations; and ensure District compliance with and enforcement of applicable Federal, State, and local laws, ordinances, and codes.

Duties may include;

- Prepare District Board agendas and staff reports
- Budget development and fiscal management
- Attend or designate District representative to attend meetings requiring interface with other agencies
- Complete performance evaluations of personnel under his/her direct supervision
- Attend classes and fire related conferences as required; make public presentations; handle public complaints and investigate such complaints.
- Oversee and coordinate fire prevention program

- Annual review and update of the District Capital Improvement Plan
- Manage content of District's Personnel Policies Manual
- Subject to emergency call back when off duty
- Perform related duties as required.

MINIMUM QUALIFICATIONS:

Candidate must be at least 18 years of age.

Any combination of training, experience, education that would provide the required knowledge, skills, and abilities indicated below:

Education;

High School Graduate or GED equivalent at time of hire

Experience;

Ten years of continuous fire suppression, emergency medical response, and fire prevention as a paid or volunteer firefighter. Shall include four years of administrative and supervisory experience at the Battalion Chief level or above.

License and Certificates;

Possess and maintain all of the following:

A valid Class C (or higher) California Drivers' License with a Firefighter endorsement or a valid California Commercial Drivers' License with proper endorsements for firefighting equipment.

Emergency Medical Technician certificate valid in the State of California
CSFM Fire Officer Certificate.

Desirable Qualifications;

Experience working with volunteer and paid fire personnel.

Specialized training in fire sciences

Extensive experience in fire, EMS, and incident management

Experience in competent supervision and leadership practices

AA, BA, or BS from an accredited college or university

Prevention background or training and working knowledge of California codes

Knowledge and Ability;

Knowledge of,

Fire Protection District Law (HSC 13800)

- Modern fire prevention practices and techniques
- National Fire Standards (NFPA)
- FLSA labor code
- Knowledge and experience in labor negotiations
- Principles of supervision and progressive discipline
- Modern administrative, project management, budgetary principles and techniques, and PC computers and programs

Ability to,

- Organize and direct the activities of a staff engaged in providing optimum fire services
- Effectively analyze and resolve operational and procedural problems
- Develop command and calmly maintain effective management of emergency scene during high stress situations.
- Maintain discipline and high morale
- Prepare clear and concise reports using a computer
- Communicate effectively both orally and in writing
- Meet and deal tactfully and effectively with the public
- Develop formal agreements and contracts with other agencies and communities
- Manage time in an effective manner

PHYSICAL DEMANDS-WORKING CONDITIONS:

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.

Environment: Reactive emergency, natural or man-made disaster, and routine fire prevention environments with travel to various locations as needed; the employee regularly works near moving mechanical parts; regularly exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; regularly exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud when responding to emergencies and when working at an emergency incident; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and travel outside District boundaries as required to perform duties.

Physical: Performs strenuous physical activities associated with fire and emergency situations. Primary functions require sufficient physical ability to work in emergency response and office settings; walk, run, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate fire suppression and emergency medical equipment; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

Vision: See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.