



City of Woodland

DEPUTY FIRE CHIEF

DEFINITION

To plan, coordinate and manage the daily services and activities of the Fire Department and to provide highly responsible and technical staff assistance to the Fire Chief or designee. Concurrently serves as the City's Emergency Preparedness Coordinator.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Fire Chief or designee. Exercises direct and indirect supervision over assigned staff which may include professional, technical, and clerical positions. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, coordinate and manage the Fire Department daily services and activities, including fire suppression, fire prevention, emergency medical services, hazardous materials response, disaster preparedness, and related programs, services and operations. Participates in developing and implementing department goals, objectives, policies and priorities for fire department services, with the Fire Chief. Ensure that the department has adequate resources to fulfill its mission through proper budget planning and execution, staffing levels, and training and development. Evaluate program performance and develop intervention strategies where appropriate. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality customer service. Assists in planning, directing and coordinating, through subordinate staff, the Fire Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures and meets with key staff to identify and resolve problems. Participates in and approves the forecast of funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures and implements budgetary adjustments as appropriate and necessary. Oversees and controls and purchasing, maintenance, and inventory of all fire related equipment, vehicles, and property including communication equipment, vehicles and related equipment, computer equipment and safety equipment. Manages and supervises the apparatus and equipment maintenance program. Provides complex administrative and management support as well as staff assistance to the Fire Chief. Directs and conducts a variety of organizational studies, investigations, and operational studies. Prepares and presents staff reports and other necessary correspondence. Explains, justifies and

defends department programs, policies and activities. Negotiates and resolves sensitive and controversial issues. Responds to and resolves difficult and sensitive citizen inquires and complaints. Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Assure that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Serves as acting Fire Chief and/or Fire Marshall as assigned. Attend emergencies as necessary and exercise overall supervision of fire and emergency medical resources. Direct the enforcement of Federal, State, and local fire codes and regulations and the preparation and adoption of appropriate ordinances. May direct investigations to determine cause and origin of fires and assist in the prosecution of arsonists. May direct the formulation of in-service training programs for department personnel and see that the programs are carried out. May represent the department before the City Council, community, outside agencies and at professional meetings as requested. Supervise fire, rescue and disaster medical services in the event of a disaster; assist in updating and improving the City's Emergency Plan; coordinate with State and County agencies to ensure plan compliance and approval. Promote and maintain safety in the work place. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Advanced administrative, financial, communications, political, legal, managerial, analytical, and information management. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Advanced methods, practices, and techniques of modern fire fighting, fire inspection, fire prevention, fire apparatus and equipment purchasing, hazardous material mitigation, and emergency medical services. Laws, ordinances, rules, regulations, and codes affecting the work of the Fire Department. Geography, types of building construction, major fire hazards, water supply, fire and building laws and regulations as they relate to the City of Woodland. Principles and practices of supervision, training, and performance evaluations. Principles and practices of municipal budget preparation and administration. Operation of a personal computer and related software.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports. Project a positive image of the fire department to the community, understanding the community demographics and issues. Guide and motivate individuals and groups toward the successful accomplishment of shared goals and objectives. Delegate responsibility; schedule and program work on a long-term basis. Efficiently operate a personal computer. Plan, direct and review fire suppression, fire and life safety code compliance and emergency medical service activities, hazardous materials responses, and City-wide disaster preparedness efforts. Communicate clearly

and concisely, both orally and in writing; prepare reports and maintain records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement fire services which will meet the long range planning and fiscal projections for the community. Use financial, technological and staff resources effectively for the planning, programming and promoting of services. Set priorities, work well under pressure and meet deadlines. Act calmly and quickly in emergency situations and make effective decisions in such cases. Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines. Provide effective leadership, team building, conflict resolution and motivation to department personnel. Monitor and oversee the expenditures of the department's annual operating budget. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Education:

An Associate's degree or equivalent completed college coursework from an accredited college or university with major course work in fire science, fire administration or related field is required. A Chief Officer's Certificate is required. Bachelor's Degree is preferred.

Experience:

Ten years of broad and extensive experience providing a full range of fire protection services, including at least five years of command or supervisory experience at the Company Officer's level.

License or Certificate:

Required upon hire, possession of a valid California Driver's License with a Firefighter endorsement; a satisfactory driving record is a condition of initial and continued employment.

Council Action: June 7, 2011