

## DEPUTY FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position has responsible charge of fire fighting and fire prevention activities and plans in the fire district during an assigned tour of duty. The Deputy Fire Chief coordinates and directs the activities of the Fire Prevention Bureau of the municipality within the fire district, and coordinates plans and activities to ensure optimum conditions and efficiency of all firefighting units within the district. Work is performed under administrative direction in accordance with established policies and objectives, permitting considerable exercise of independent judgment in directing the activities of the Fire Department. The work is reviewed through conferences and reports. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

During an assigned tour of duty reports to and assumes command at all major fires and extraordinary emergencies;

Plans, coordinates and directs the over-all activities of all fire fighting and fire prevention duties;

Supervises the investigation and determination of causes of fires;

Directs the inspection of buildings for fire hazards to insure compliance with fire prevention ordinances;

Maintains discipline and promotes the morale of the Fire Department;

Reviews reports and makes inspections to determine the condition and efficiency of all fire fighting units;

Takes measures to correct deficiencies when they occur;

Directs and inspects the maintenance and repair of all fire fighting equipment;

Directs the preparation and maintenance of personnel, activities, records and reports;

Directs the training of Fire Department personnel;

Consults with superiors regarding major policy determinations;

Recommends the purchase of supplies and the replacement of deficient fire fighting equipment;

Attends meetings and conferences and addresses interested groups regarding fire prevention and fire fighting activities

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of modern fire fighting and fire prevention methods and equipment; thorough knowledge of the applicable building code and fire prevention laws and regulations; thorough knowledge of the geography, building conditions and major fire hazards of the District; thorough knowledge of safety precautions used in fire fighting; thorough knowledge of current trends regarding the administration of fire fighting and fire prevention activities; demonstrated ability to plan, coordinate and direct fire fighting and fire prevention activities, ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to maintain discipline and promote morale; ability to develop cooperative relations with the public; initiative; resourcefulness; dependability; sound judgment in emergencies; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Eligibility for promotion may be restricted to the next lower rank or ranks:

- A. Departments in which the direct-line of promotion is Assistant Fire Chief
  - 1. Assistant Fire Chief: One year of permanent competitive class service as a paid Assistant Fire Chief
  - 2. If open to Fire Captain: Two years of permanent competitive class service as a paid Fire Captain
  
- B. Departments in which the direct line of promotion is Fire Captain
  - 1. Fire Captain: One year of permanent competitive class service as a paid Fire Captain
  - 2. If open to Fire Lieutenant: Two years of permanent competitive class service as a paid Fire Lieutenant.