

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy Fire Chief	Job Family: VIII
General Classification: Management	Job Grade:

Definition: Under direction from the Fire Chief in the Mountain View Fire Department, the Deputy Fire Chief directs duties and activities associated with operations and support services; plans, organizes, and coordinates a wide variety of general and special staff assignments; serves as a key member of the Fire Department's senior management team; and acts on behalf of the Fire Chief as required.

Distinguishing Characteristics: Incumbents appointed to the position of Deputy Fire Chief are entrusted with department-wide authority and may have technical and/or daily operational responsibilities as well. The incumbents work with considerable latitude and independent judgment in interpreting and applying broad policies, rules, and regulations. The Deputy Fire Chief is the second in command for the Fire Department and is the direct supervisor of the Battalion Chiefs assigned to the Operations Division.

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

1. Plans, organizes, directs, and coordinates the activities of personnel in multiple divisions in the Fire Department.
2. Participates in a variety of community relations activities to represent the Fire Department's interests and provide strategic counsel and leadership to these groups.
3. Evaluates work of assigned employees and makes recommendations on employment, retention, promotion, personnel assignments, discipline, and other personnel actions.
4. Advises the Fire Chief and provides recommendations which impact the City, community relations, organizational development, and other Fire programs.
5. Reviews and assures compliance with established rules and regulations, policies and procedures, and recommended safety standards.
6. Act in the capacity of Fire Chief in his/her absence.

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7. May direct resources during responses to emergency fire, medical aid, hazardous materials, and mutual-aid incidents.
8. Contributes to the preparation and administration of the annual department operating budget and annual strategic plans.
9. Prepares special reports and directs special projects.
10. Researches, develops, and implements new Fire Department General Orders as needed. Oversees the creation of and execution of new programs, including necessary organization of staff, funds, processes, training, materials, and equipment to ensure successful implementation.
11. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles, techniques, and practices of modern fire protection, including fire suppression and prevention strategies and tactics; management of personnel practices and procedures; practices of public administration, including personnel and budget preparation and control; hazardous materials and storage and use incident control; emergency medical care field delivery systems; and emergency communication systems and centers.

Ability to: Interpret and apply applicable Federal, State, and local laws, rules, and regulations; learn and incorporate progressive techniques and practices in the management and delivery of fire protection services; think strategically and anticipate issues and solve problems consistent with the Fire Department's mission; supervise and direct a large staff; effectively manage emergency scene resources during major incidents; express oneself clearly and concisely, both orally and in writing, with other management personnel, subordinates, outside agencies, and the general public; write accurate reports and memorandums; and lead personnel (including selecting, training, assigning, motivating, and evaluating personnel).

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A bachelor's degree from an accredited college or university in fire administration or fire technology, business administration, public administration, or a closely

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related field. Five years of broad and increasingly responsible experience in fire suppression, fire prevention, hazardous materials, and emergency medical services work, including a minimum of two years supervisory/management experience as a battalion or division chief in suppression for a professional fire department.

Required Licenses or Certificates: Possession of a valid California driver's license no later than 30 days from appointment. State Board of Fire Services (or equivalent) certification as a Fire Officer is highly desirable.

Established: August 2012

Revised: October 2015

HRD/CLASS SPECS

Deputy Fire Chief