

City of San José
CLASS SPECIFICATION

Title: Deputy Fire Chief U (2335)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Fire Chief	Exempt

CLASS SUMMARY

Under general direction, performs work of considerable difficulty in planning, coordinating, and directing the activities of a major bureau of the Fire Department. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent of this class is responsible for the management of one of the major bureaus of the Fire Department. This class differs from the lower class of Fire Division Chief in that Division Chiefs manage an assigned shift in the Bureau of Field Operations (BFO). This class differs from the next higher class of Assistant Fire Chief in that the Assistant Fire Chief has overall management responsibility for the major bureaus and, in the absence of the Fire Chief, is responsible for the overall administration and leadership of the entire Fire Department.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Any of the following combinations of course work from an accredited college or university and experience:

- One (1) year as Battalion Chief or higher AND sixty (60) semester units/ninety (90) quarter units.
- Two (2) years as Battalion Chief or higher AND thirty (30) semester units/forty-five (45) quarter units.
- Three (3) years as Battalion Chief or higher.
- Five (5) years as Fire Captain AND a Bachelor's Degree from an accredited college or university in business administration, management science or related field. Additional work experience as Fire Captain cannot substitute for the required degree.

A Bachelor's Degree from an accredited college or university in business administration, management sciences or related field is highly desirable for those in a Battalion Chief or Fire Division Chief classification. Advanced coursework or training in leadership, management and/or organizational development is highly desirable.

Required Licensing (such as driver's license, certifications, etc.)

Possession of a valid State of California driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Department administration, organization, and operations.
- Methods, techniques, and equipment of modern firefighting, first aid, and fire inspection and prevention.

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- Labor relation laws and practices, civil service rules and City and departmental regulations.
- Principles and practices of public administration, human resource management, and budgetary planning and control.

Ability to:

- Effectively command large, complex fire suppression or other emergency operations.
- Plan, develop, and implement a comprehensive fire suppression and prevention program.
- Supervise and direct, through staff, subordinates of an entire bureau.
- Relate effectively to employees and the public.
- Express oneself clearly and concisely, both orally and in writing.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Major fire hazards, the water supply, geography, and building conditions of the City.
- The types of building construction and the building codes of the City.
- City of San Jose's accounting and budget system.
- Laws relating to fire protection, prevention, suppression, and hazardous materials.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:
1.	Responds to and assumes command at the scene of major fires and related emergencies.
2.	Supervises and directs the operation of a major bureau of the Fire Department.
3.	Supervises and directs a comprehensive fire prevention program, including the development of new codes, physical inspection, state and local code enforcement, water system approval, education of the public, and administration of the hazardous materials ordinance.
4.	Directs research and planning to improve departmental operations involving operational planning, long-range planning, systems and communications, negotiation of auto and mutual aid contracts, joint power proposals, cost recovery and consolidation programs, and general plan revisions.
5.	Directs the planning and implementation of departmental computer program needs to provide an effective management information system.
6.	Supervises and directs fire investigation activities to ensure apprehension of suspects, preparation of evidence, prosecution of arson suspects, and documentation of causes of fire.
7.	Supervises and evaluates Fire Department personnel; makes recommendations on employment, retention, promotion, demotion, and other personnel actions.
8.	Directs and enforces the rules and regulations of the Department. Maintains effective working relationships with other departments, County, State, and Federal agencies.
9.	Develops and controls the operating budget for a bureau and assists in the development of the Department's capital budget.
10.	Supervises and directs Fire Department vehicle and equipment maintenance and replacement program.
11.	Supervises and directs Fire Department facilities planning and maintenance programs.

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12.	Supervises and directs the operation of emergency dispatch for the Fire Department.
13.	Develops and implements an effective training program for departmental personnel.
14.	Performs other duties of a similar nature or level.

Typical End Results Include:

The highest level of fire services to the public within budget; the highest level of public physical safety through a comprehensive fire safety program; a competent, motivated firefighting force; minimal fire injuries, deaths, and property damage; timely response to emergency calls for service; enforcement of laws and ordinances relating to the prevention, elimination, and control of fire hazards; effective fire suppression; and a well-trained and supervised staff to minimize risk of personal injury.

CLASSIFICATION HISTORY *Created 3/97, Rev. 10/13, Rev. 11/18; s003*