

**CITY OF ARCADIA**  
**DEPUTY FIRE CHIEF**

**DEFINITION**

To direct, manage, supervise and coordinate the activities and operations within the Fire department including operations, fire prevention and administration; to supervise multi-company response to emergency situations and direct stations responding to emergencies; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Fire Chief.

**SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, professional, technical and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*Essential responsibilities and duties may include, but are not limited to, the following:*

Assume management responsibility for services and activities of an assigned area within the Fire department including operations, fire prevention and administration, and employee training and development.

Supervise multi-company response to emergency situations; may serve as incident commander at emergency scenes; direct the placement of manpower and fire apparatus during emergency scene operations; determine tactics and strategies necessary.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for assigned Fire department staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Coordinate the replacement of vehicles and equipment during routine maintenance or repair.

Evaluate and implement training, certification and education programs within the department; prepare and review lesson plans; conduct class instructions.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Maintain and update training and certification records for all department personnel; maintain various records and prepare reports as requested.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as a liaison to other divisions, departments, outside agencies, contracted service providers and area hospitals; negotiate and resolve sensitive and controversial issues.

Prepare and present staff reports and other necessary correspondence.

Provide responsible staff assistance to the Fire Chief.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to fire suppression programs, policies and procedures as appropriate.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire science.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

As assigned and in the absence of the Fire Chief, assume duties/functions of the Fire Chief.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a modern fire fighting, prevention and suppression program.

Training methods and instructional techniques.

Principles, strategies and tactics used in fire suppression, investigation and command.

Principles and practices of program development and administration.

Principles and practices of providing emergency response.

Methods and techniques of program administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Operational characteristics of fire suppression apparatus and equipment.

Pertinent Federal, State and local laws, codes and regulations governing hazardous materials, buildings and fire inspections.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Oversee and participate in the management of a comprehensive fire suppression program.

Oversee, direct and coordinate the work of lower level staff.

Develop and implement response to emergency incidents.

Supervise multi-company response to emergencies and direct response operations.

Develop and implement effective training programs.

Assess emergency incidents to develop and direct appropriate response strategies.

Oversee and participate emergency scene operations.

Select, supervise, train and evaluate staff.

Participate in the development and administration of goals, objectives and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental attitude that allows for effective interaction and communication with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

**Minimum Qualifications:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience**

Seven years of increasingly responsible fire suppression and prevention experience including two years of administrative and supervisory experience as a Battalion Chief.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science, public administration, business administration, behavioral science, or a related field. A Master's degree is desirable.

**License or Certificate:**

National Incident Management System (NIMS) IS 700 and 800

Incident Command System (ICS) 100, 200, 300 and 400.

Possession of Hazardous Materials Awareness and Operations certificates.

Completion of course work to be eligible to apply for State Fire Marshal Fire Officer Certification. Must obtain State Fire Marshal Certification within 12 months of appointment.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association.

Possession of EMT I Certification or equivalent.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, smoke, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

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

**Effective Date:** October 2002

**Revised:** January 2021