

DEPUTY FIRE CHIEF



Description:

Under general direction, assists the Fire Chief in administering and managing all functions of the San Bernardino County Fire Department; performs other duties as required.

Distinguishing Characteristics:

Positions in this class are characterized by their responsibility to assist in directing and coordinating fire department activities and operations. Incumbents in this class are distinguished from the classification of Assistant Chief in that the latter is responsible for overseeing one main function, such as suppression or administration, whereas the Deputy Chief is responsible for all operations under the Fire Department with a strong emphasis on budget and fiscal management. The Assistant Chiefs and Division Managers over OES, Human Resources, Support Services and Fiscal Services all report directly to this position.

Duties may include, but are not limited to:

1. Assists the Fire Chief in the planning, development, and administration of all activities of the County Fire Department, such as Fire Warden activities, fire prevention and suppression, emergency medical services, disaster preparedness, training, emergency communications, and hazardous materials management.
2. Directs and supervises subordinate Chief Officers and civilian personnel; helps establish and advise the Fire Chief regarding department operating policies, goals, plans, and objectives; oversees implementation and compliance.
3. Directs the preparation, justification, and monitoring of the department budgets; helps resolve budget issues with appropriate staff; recommends implementation of budget adjustments as necessary; meets with contract city representatives regarding budget issues, yearly close out and next year budget proposals.
4. Advises the Fire Chief regarding fire suppression and administrative activities; may make presentations to the Board of Supervisors, elected officials, community groups, and other entities on behalf of the Fire Chief.
5. Works with the human resources division regarding the hiring, development, and discipline of fire department employees; helps develop and coordinates the development of personnel directives and policies; may participate in the investigation of disciplinary matters; oversees the appropriate application of personnel rules, laws, and regulations.
6. Develops and maintains effective public relations with outside agencies, communities, commissions, and the general public; presents information regarding the County Fire Department on behalf of the Fire Chief.
7. Responds to major emergencies and incidents and integrates into the ICS structure as needed or until relieved by the Fire Chief; advises the Fire Chief and media regarding the emergency situation and status; responds to the County OES and fulfills the Unified Director position.
8. Attends various meetings and keeps abreast of the latest developments in fire fighting techniques and other activities relative to the fire department.

9. Coordinates Fire Department/Fire Warden matters throughout the County and with other agencies and organizations.
10. Participates in and attends Local Agency Fire Commission (LAFCo) meetings on behalf of the Fire Chief.
11. May assume command of the County Fire Department in the absence of the Fire Chief, and as delegated by the Fire Chief; serves as the alternate Operational Area Coordinator.
12. Provides other duties as required.

Typical Qualifications:

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 49101

Salary Range: E76

Representation Unit: Exempt Group

Last Updated: 5/20/10