

CITY OF SANTA ANA

JOB TITLE

Deputy Fire Chief (MM)

JOB CODE

03160

DEPARTMENT

Fire Department

TITLE OF IMMEDIATE SUPERVISOR

Fire Chief

JOB SUMMARY

Assists the Fire Chief in departmental administration, including policy development and implementation, and directs the activities of a major operational division of the Fire Department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Under direction of the Fire Chief, manages an assigned division or section of the Fire Department. The assignment may include responsibility for one or more of the following: fire suppression and control, disaster response and recovery, company level fire inspections and responses to medical emergencies, emergency communications, equipment and facilities maintenance, departmental training, emergency preparedness administration, interagency coordination, budget, personnel, payroll, purchasing and management information systems.

Assists the Fire Chief in developing and implementing departmental policies, procedures, goals and objectives; coordinates the organization, staffing and operational activities of assigned area of responsibility; prepares the annual budget request for the assigned division and monitors expenditures against allocations. As needed or assigned, serves as management liaison or representative to participate in the negotiation of memoranda of understanding. Conducts studies, identifies problems, recommends alternatives and implements solutions selected by the Fire Chief. Stays current regarding new trends and innovations in the field of fire science and emergency medical services. Attends and makes presentations at council meetings and departmental staff meetings. Acts as "on call" Deputy Fire Chief. Serves as acting Fire Chief in the absence of the Fire Chief. Performs other related duties as required.

MINIMUM DESIREABLE QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in public or business administration, management, fire science or other related field. Completion of probation as a Fire Battalion Chief or a minimum of six years' experience under Civil Services appointment as a Fire Captain with the City of Santa Ana Fire Department. Up to one year of this experience may be substituted by a corresponding amount of time assigned as a Fire Captain in a staff function assignment.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Fire Department rules and procedures; federal, state and local laws, standards and fire codes, e.g., fire prevention codes, California State Fire Marshal Fire Officer and Chief Officer Standards, Title 19, Mutual Aid Agreements and State Disaster Act, CAL-OSHA Regulations; Santa Ana City Charter, Santa Ana Municipal Code, administrative code and criminal code; principles and practices of effective employee supervision and discipline; current management

practices; fair employment laws and practices related to evaluating work performance of others; established departmental training principles and practices; principles and practices of emergency management and incident command systems; modern and complex principles and practices of fire suppression and prevention; disaster preparedness, response and recovery; geographic location of stations; major target hazards in response areas; principles and practices of effective program planning and evaluation, budget preparation and expenditure monitoring.

Ability to: supervise, coordinate and evaluate the work of supervisory, professional and technical personnel; make sound management and administrative decisions under pressure; prepare and analyze statistical information; interpret laws and ordinances; analyze data; develop comprehensive policies and proposals; communicate effectively, both orally and in writing; research, analyze, evaluate and make recommendations on programs, methods and procedures; provide advice and counsel on grievances and disciplinary matters; communicate effectively, both orally and in writing; prepare clear, complete, accurate and logical written and oral reports; prepare budget documents and related reports as well as administrative documents and reports; make presentations; resolve conflicts and maintain effective working relationships with department management, city employees, employee organizations, elected and appointed City officials and the public in a culturally diverse community.

SPECIAL REQUIREMENT

Must possess and retain a valid California Class "C" driver's license.

HIGHLY DESIRABLE

Extensive and progressively responsible experience as a safety member of a municipal fire department, including one year of experience in fire protection/prevention or other staff assignment, and two years in a management (e.g. Battalion Chief) capacity.

CHARACTERISTICS OF A SUCCESSFUL PERFORMER:

This action-oriented individual can manage and organize a complex workload in a demanding and stressful environment. This strong leader can motivate staff, coalesce diverse interests, and complete assigned projects in a timely manner. The successful Deputy Fire Chief has a customer service orientation and can effectively respond to City Council, the Fire Chief, other City departments and the general public in a culturally-diverse community.

Class Title Established per Council Resolution 84-105, Effective 9/1/84.

Revised: 09/10

ADA Approved: 09/10