



Department	Fire
Bargaining Unit	Executive Management
Salary Range	X72
Last Revision	November 2013

Hollister Fire Department

DEPUTY CHIEF

DEFINITION

Under general direction, on an assigned shift, to have administrative responsibility to plan, organize and direct shift operations; supervise and direct personnel and equipment at fire and/or emergency scenes; and perform related work as required.

CLASS CHARACTERISTICS

Plans, organizes and directs the work of fire fighting personnel; positions in this class have considerable independence in selecting work methods from a variety of standard methods and procedures. Incumbents report directly to the Fire Chief. Instructions given by the supervisor generally do not provide all the information needed to cope with emergency situations. Incumbents are expected to resolve problems confronted through the application of judgment and precedent. Incumbents are expected to develop and recommend new procedures when solutions are inconsistent with departmental procedures and policies. Incumbents will work a schedule/hours as assigned by the Fire Chief.

EXAMPLES OF DUTIES:

ESSENTIAL DUTIES:

- Plans, organizes and directs the work of a fire fighting shift
- Supervises and directs operations at fire and emergency scenes
- Schedules personnel to attend training
- Conducts drills
- Directs the maintenance of buildings and equipment
- Assumes control of emergency scenes, making decisions and giving directions on tactics and strategies
- Assumes responsibility for the operation of an assigned shift
- Prepares personnel performance evaluations
- Recommends and takes disciplinary action
- Processes and adjusts employee grievances of the Fire Department
- Establishes standards of performance for each position supervised
- Conducts studies and investigations, preparing reports of findings and recommendations
- Operates City vehicles

OTHER DUTIES:

- Presents training programs for shift personnel
- Prepares functional and department budgets

- Purchases budget items
- Prepares administrative studies and reports
- Responds to citizens inquiries and complaints
- Develops and implements community relations and information programs
- Explains policies, procedures and objectives of the unit to staff by written directive and by oral communication
- Distributes assigned work to subordinate personnel
- Instructs assigned staff in work methods
- Performs related work as required

LICENSE

Required:

- Possession of a valid California Class B Driver's License with appropriate endorsements.
- Possession of valid CPR Certificate

Desirable:

- Certification as a Fire Officer by the California Fire Service training and Education System

QUALIFICATIONS

Knowledge of:

- Principles of fire administration and general management and organization;
- Modern fire suppression and prevention principles, methods, practices and techniques;
- Principles of personnel deployment, supervision and training;
- Principles of hydraulic and construction engineering;
- Emergency medical techniques;
- City geography and water systems;
- Principles of correct english usage, grammar and composition;
- Basic mathematical and mechanical relationships;
- Basic record keeping methods;
- Fire codes, standards and investigation procedures;
- Building construction methods;
- Hazardous materials and their properties;
- Appropriate safety precautions and procedures.

Ability to:

- Perform responsible administrative work;
- Assume responsibility for tactics, strategies and decision making at the scene of an emergency;
- Supervise and evaluate personnel;
- Prepare and present concise written and oral reports;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain accurate records;
- Read, understand and apply difficult materials;
- Maintain and modify filing systems;
- Plan, schedule, make work assignments, set priorities, train, evaluate and recommend discipline of subordinates;
- Process and adjust grievances in accordance with labor agreements;
- Assist in formulation and administration of departmental budget;
- Maintain records of budgetary expenditures;

Establish and maintain effective relationships with those contacted in the course of work;
Operate computers.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to the following;

Education:

Possession of an AA or BS in fire science, fire administration or a related field is desirable
Completion of California Fire Service Training and Education System classes, Command 1-A, 1-B
and 2-A.2B Prevention 1-A,1B, 1C, 2A,2B, Investigation 1-A.1B. P.C. 832

Experience:

Three (3) years full-time experience at or equivalent to the level of Fire Captain, with a mini one year
administration duties in a municipal fire department.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Medium Work - Lifting, carrying and/or pushing 100 pounds with frequent lifting and/or carrying of
objects weighing up to 50 pounds.