

**City of San Rafael  
Job Class Specification**

## **Job Title: Deputy Fire Chief**

### **SUMMARY**

Under direction of the Fire Chief of the San Rafael Fire Department, the Deputy Chief (DC) plans, organizes, and directs, through subordinate supervisors, a major division of the fire department; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a sworn public safety officer classification with responsibility for a major division of the Fire Department for the Operations Division. The Deputy Chief exercises independent judgment in interpreting and enforcing policies of the San Rafael Fire Department. The Deputy Chief is distinguished from the Battalion Chief in that the Deputy Chief is responsible for an operations or administrative division, whereas the Battalion Chief manages a district of several engine and truck companies supervised by Captains. The Deputy Chief is distinguished from the Fire Chief in that the latter has responsibility for the overall management of the Fire Department. The Deputy Chief is a member of the Department's management team. The Deputy Chief receives direction from the Fire Chief and exercises direction over Battalion Chiefs, subordinate supervisors, and administrative personnel. When necessary, the Deputy Chief will be required to provide coverage for Battalion Chief vacancies on an overtime basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Plan, organize, coordinate, administer and direct the work of a division of the San Rafael Fire Department.
- Develop, direct, and monitor the goals, objectives, policies, procedures, and work standards for the division.
- Plan, delegate, and oversee execution of division programs and activities.
- Direct the preparation and administration of a division budget.
- Interpret department rules and regulations and MOU provisions; participate in labor negotiations.
- Prepare or review reports for city management, boards, commissions, and other organizations.
- Prepare, review, and approve reports and various correspondence.
- Counsel subordinates on performance and deficiencies.
- Identify training needs and evaluate existing training programs; develop, conduct, and observe drills and training programs.
- Make presentations at City meetings, boards, and various community meetings.
- Manage human resources.
- Delegate, coordinate and follow-up on work of subordinates.
- Respond to citizen complaints or inquiries by phone, video, or in person.
- Direct emergency operations using fire ground strategy and tactics and Incident Command System (ICS) principles.
- Implement emergency plans and post-emergency incident evaluation.
- Participate in joint labor-management and safety committees and make recommendations to the Fire Chief.
- Administer department-wide inspection programs, pre-fire planning, equipment services,

facilities maintenance, in-service training, and community relations.

- Oversight of Nurse Educator and EMS Best Practices (or similarly assigned) personnel.
- Evaluates the need for new equipment and supplies and prepares and presents budget requests related to EMS and Operational needs.
- Serve as a liaison to County and Health Maintenance Organizations and Emergency Medical Services staff including the Medical Director.
- Reviews departmental Emergency Medical Services performance and effectiveness; formulates programs and/or policies to align with County and State requirements.
- Research and develop special programs and policies.
- Delegate liaison duties for other agencies and media, including requests for mutual aid in response to emergency situations.
- Drive SRFD vehicles in accordance with California Vehicle Code and SRFD regulations.
- Maintain a high state of morale through a presence of leadership, authority, and direction.
- Participation in countywide Operations Section activities and goals.
- Participate in EOC functions as needed during major emergency incidents.

### **Knowledge of:**

- Extensive technical knowledge of the principles, techniques, strategy, materials, and equipment used in fire suppression, specialized response, safety, investigation, and prevention.
- Demonstrated ability and experience managing, planning, coordinating, and administering for an EMS transport agency (public or private).
- Extensive knowledge of principles of goal setting, consensus building, and leadership.
- Extensive knowledge of principles, modern practices, techniques, and equipment used in all-risk mitigation and emergency response.
- Acquired knowledge and application of the City's Together San Rafael guiding principles, San Rafael Fire Department mission statement, philosophy, short and long-term objectives, resources, policies, rules, regulations, radio procedures, and professional standards.
- Acquired knowledge of San Rafael city geography, map correspondence, and jurisdiction boundaries.

### **Ability to:**

- Ability to apply and utilize SRFD resources and external resources provided through the mutual aid system.
- Ability to analyze problems, exercise independent judgment within general policy guidelines, and adopt an effective course of action under stressful conditions; to make command decisions.
- Ability to plan, organize, direct, lead, and coordinate a large group of employees through subordinate supervisors.
- Ability to employ knowledge and interpersonal skills to quickly obtain essential information from other officers and the community.
- Ability to drive vehicle safely to and from emergency situations.
- Ability to use vehicle radio, and satellite or cellular telephone to verbally communicate with Marin County Sheriff's Office Dispatch Center, other stations and personnel, employing knowledge of SRFD radio broadcast procedures, City geography, and most expedient routes to emergency sites.
- Ability to manage time effectively.
- Demonstrated ability to supervise, train, mentor, and evaluate personnel.
- Ability to prepare clear and concise reports using a personal computer.
- Ability to make presentations to various groups and organizations.

- Ability to communicate effectively in both oral and written form.
- Ability to establish effective and collaborative relationships with those contacted in the performance of duties.

### **EDUCATION AND/OR EXPERIENCE:**

Any combination of education and experience that would provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is:

A Bachelor's degree or higher is preferred, and evidence of advanced education and continued professional training and development is highly desirable. Must possess a track record of demonstrated leadership, proven accomplishments, and superior performance in the operation of fire services at a Chief Officer level in a progressive fire agency comparable to or larger than San Rafael. Experience serving an urban, ethnically, and culturally diverse community is essential. Experience serving for a minimum of 3 years as a Battalion, Division, or Deputy Fire Chief (or any successive combination thereof) is required.

### **LICENSE/CERTIFICATES:**

Incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. Individuals appointed will be required to maintain a valid Class C California Driver's License with Firefighter Endorsement while employed.

Evidence of prior/recent ALS certification or comparable demonstrated administrative experience managing a public or private transport agency is desired.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outdoor weather conditions and frequently works evenings or weekends and inside environmental conditions. The employee is occasionally exposed to video display and occasionally works with use of their personal vehicle. The noise level in the work environment is usually moderate.

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