

CITY OF MILPITAS

Effective:

EEOC: Professional

FLSA: Exempt

UNIT: Unclassified

PHYSICAL: 7

DEPUTY FIRE CHIEF

DEFINITION

Under general direction from the Fire Chief, manages and performs professional, technical, administrative, and operational duties as Deputy Fire Chief for the Milpitas Fire Department; as assigned, this position will provide technical and administrative management oversight of the Fire Prevention, Loss Management and Hazardous Material/Environmental Protection Unit; reviews plans and specs for buildings and fire protection systems; advises builders and developers; supervises and conducts fire investigations; as duty chief oversees and provides technical staff assistance on an assigned shift; as training chief, develops and conducts training programs; oversees public relations and education programs; performs other administrative 40 hour assignments as determined by the Fire Chief; may be required to work nights and weekends at off-site locations.

DISTINGUISHING CHARACTERISTICS

This sworn classification performs independent and responsible work in promoting and insuring fire safety through inspection, education, and enforcement; provides fire personnel with effective technical and organizational fire/EMS training programs; and acts as duty chief when assigned..

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Fire Chief, exercises direct supervision and management over technical, professional, and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plans, organizes, directs and coordinates the activities of fire personnel in various fire sections/divisions in the Fire Department.
- Directs all aspects of on-going activities for the various training programs for Fire Department personnel (both for management and front-line staff).
- Coordinates the Joint Fire Training exercises with other jurisdictions.
- Collaborates with Milpitas Fire Department Medical Director on systems/program enhancements and also with the Santa Clara County Office of EMS.

- Performs complex inspections in all types of building occupancies to assure they are in compliance with the Fire Code, ordinances and regulations.
- Reviews construction plans for adherence to fire and life safety regulations; & Hazardous Materials Regulation Compliance.
- Supervises, trains and evaluates the performance of fire staff .
- Investigates complaints; writes correction notices, issues citations and performs other related duties.
- Evaluates, reviews, and assures compliance with established rules, federal, state and local codes/regulations, policies and procedures and recommended safety fire standards.
- Inspects and tests fire alarm systems, fire sprinkler systems, heat and smoke detection devices and other fire protection and control mechanisms.
- Confers with, answers questions for, and provides direction to property owners, contractors, engineers, architects and others regarding fire protection requirements & oversees Hazardous Materials Regulations.
- Plans, directs and participates in departmental fire prevention and public education activities.
- Directs and conducts fire investigations to determine cause and origin and works cooperatively with law enforcement agencies in arson cases.
- Prepares reports, completes forms and maintains various conventional and computerized inspection records.
- Contributes to the preparation and administration of the department's operating budget and annual strategic plans.
- Interprets fire prevention codes for engine company personnel; coordinates and supervises engine company inspection programs.
- Manages City Weed Abatement Program.
- Serves as authorized ombudsman for critical customer service issues relative to regulatory disputes and alternate methods or materials proposed; represents the Fire Prevention Bureau before the City Council, Commissions and Committees on Bureau related issues.

- Works interactively with other divisions and departments for Uniform Fire Code Adoption and Ordinance, and applicable Municipal Codes related to Neighborhood Services.
- May respond to fires as command staff in non-operational suppression activities
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- principles, practices, methods and techniques of fire prevention, investigation and fire suppression
- employee development, supervision and training
- development of fire/EMS training programs and curriculum
- laws, ordinances and regulations regarding fire prevention, inspection, and fire suppression
- fire protection devices and systems
- building and materials construction
- computerized systems for maintaining data and preparing reports and correspondence

Ability to:

- administer and evaluate fire prevention, inspection, suppression and emergency medical programs
- effectively interpret, implement and enforce provisions of Federal and State laws, City and Fire departmental rules, regulations and policies
- identify life safety and fire hazards; gather, analyze and evaluate facts and draw logical conclusions relative to the interpretation and enforcement of laws, ordinances and regulations regarding life safety and prevention of fires; and implement corrective measures necessary to abate hazards

- communicate requirements, policies and decisions to the public in a courteous and effective manner
- supervise, plan and direct the work of others
- prepare clear and concise written reports and correspondence
- make effective oral presentations
- establish and maintain effective working relationships with a wide variety of people contacted in the course of work
- willingness to work irregular hours and perform call back work as required
- perform heavy and hazardous physical labor, stoop, bend, crawl, climb and lift and wear protective clothing and breathing apparatus as required to perform inspections and investigations

EDUCATION AND EXPERIENCE

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

Experience

Ten (10) years increasingly responsible experience in fire suppression, fire prevention, hazardous materials and emergency medical care work, including at least three (3) years supervisory experience as a Chief Officer with the City of Milpitas.

Education

Completion of a bachelor's degree from an accredited college or university in fire administration or fire technology, business or public administration or a closely related field.

License or Certificate

Possession and continued maintenance of a valid California Class C driver's license and a safe driving record. ICS 400 certification and State Fire Marshal Fire Command 2A, 2B and 2C courses required within one (1) year of appointment.

DESIRABLE QUALIFICATIONS

State Board of Fire Services (or equivalent) certification as a Fire Officer
 State of California Fire Investigator certification
 Knowledge of hazardous materials chemistry
 Work experience in the construction trades
 Professional fire suppression experience.

Approved By:

City Manager

Date