

CLASS SPECIFICATION
Deputy Fire Chief

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, integrates and directs the activities of an assigned shift in the Emergency Operations Division, the bureau's Training Division, Logistics Division, or the Emergency Medical Services program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class have administrative and line management responsibility for one of the bureau's major organizational units, such as an Emergency Operations Division shift, the bureau's Training Division, Logistics Division or the Emergency Medical Services program. Incumbents may serve as the deputy to the Fire Marshal in the Fire Prevention Division. Incumbents in the Emergency Operations, Training and Logistics Divisions are appointed to this class from the rank of Fire Battalion Chief. The position serving as deputy to the Fire Marshal may be appointed from the rank of Fire Battalion Chief, Senior Inspector or Fire Captain. Duties include the performance of administrative assignments, and incumbents are responsible for developing and recommending policies, standards and procedures within assigned areas of responsibility. (Note: This is a premium pay assignment. Assignments are made at the sole discretion of the bureau director. Employees so assigned may be removed from the position without a statement of cause and shall have no appeal rights.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned work unit; with subordinate supervisors, develops, implements and monitors work plans to achieve the unit's mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes and directs the activities of an assigned battalion on an assigned shift; enforces bureau policies, rules and regulations.
5. Ensures full operational readiness of the battalion; in the absence of the Division Chief, ensures the cooperation of the division with other city agencies and the public.
6. Evaluates firefighting and other emergency operations and makes recommendations for changes in training, equipment and operations policy to the Division Chief.
7. Responds to first alarms in high value areas, prime industrial areas and complex hospital and apartment units where unusual hazard to life and property exists; assumes command of all multiple-alarm fires until relieved by a Division Chief.
8. Performs staff assignments and special projects as assigned by the Division Chief or Fire Marshal.
9. Conduct post-incident analysis of major or unusual emergencies for the development and training of all personnel.
10. Reviews division operations and recommends changes in policy.
11. Plans, organizes and directs the activities of the bureau's Training Division; plans and implements all in-service training programs; plans and directs the academy and in-service training program for new firefighters; monitors new training programs and techniques for implementation into the bureau's training program; works closely with other bureau managers to identify training needs and develops recommendations to meet those needs.
12. Plans and directs the evaluation of bureau requirements for apparatus, vehicles, fire hose and specialized firefighting equipment; plans and directs the development of specifications for and the purchase of fire apparatus and equipment.
13. Reviews and evaluates proposed fire code ordinances; makes recommendations for changes to the Fire Marshal.
14. Participates and involves subordinate staff in the code change process at local, state and regional levels.
15. Ensures that competent, trained personnel are assigned to investigate and determine fire cause and affix responsibility for fires.
16. Ensures that follow-up criminal investigations are conducted when fires are determined to be of an incendiary nature; and assists or advises staff personnel involved in court hearings.
17. Supervises the review of all plans or building construction projects and ensures that they are competently reviewed for code compliance.

18. Addresses civic and other groups regarding bureau activities and programs to explain and promote public understanding of its work; promotes fire safety and community risk reduction practices.
19. Negotiates for the bureau in the development of labor agreements, intergovernmental agreements and other contractual relationships.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Bureau policy, rules and regulations.
2. Modern methods, techniques and theories used in firefighting and fire prevention.
3. Operation and maintenance of the various types of fire apparatus and equipment used by Portland and related resources.
4. Modern human resource management and supervisory principles and practices.
5. Fire hazards peculiar to the city.
6. Current literature, trends and developments in the field of fire prevention inspection, including codes, laws and legal interpretations.
7. Fire prevention inspection methods.
8. Approved methods of preserving evidence of arson.
9. Residential and commercial building design, construction methods and construction materials.
10. Fire chemistry and fire behavior.
11. Hazardous materials – their characteristics and methods of controlling combustion or explosions.

Ability to:

1. Plan, direct and manage the activities and personnel of a large fire service organizational unit, such as a fire suppression and emergency medical response battalion, a bureau-wide training function, or a fire prevention unit responsible for arson investigations and fire code enforcement.
2. Analyze and make sound recommendations on complex administrative, fire suppression, emergency medical response, fire prevention and other related issues.
3. Understand, interpret, explain and apply relevant city, state and federal laws, codes, regulations and policies.
4. Present information, proposals and recommendations clearly and persuasively.
5. Establish and maintain effective relationships with those encountered in the work, including City managers and staff, elected officials, other government agencies and the public.
6. Prepare clear, concise and comprehensive reports, studies and other written materials.

7. Exercise sound, independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
9. Manage a diverse staff of technical, professional, uniformed and non-uniformed fire-service personnel.
10. Recognize potential fire hazards and prepare practical recommendations for their correction.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in fire science, public administration or a closely related field; and at least four years of progressively responsible fire management experience at the level of Fire Battalion Chief; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Current State EMT I certification

Hazardous Materials Technician certification

Uniform Fire Code certification (for Prevention Division only)

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

5217 DEPUTY FIRE CHIEF Adopted 8/19/75; Revised: 4/17/84; Revised: 7/01/92; Revised: 4/25/00

June 2009 - Change Job Class number from 7950 to 30000823, due to system change.