

City of Portland

CLASS SPECIFICATION**DEPUTY FIRE CHIEF****[CLASS CODE]****[ESTABLISHED DATE]****CLASSIFICATION SUMMARY**

Reports to the Fire Marshal, a Fire Division Chief, or similar management- or executive-level position. Under minimal direction, plans, organizes, integrates, and directs the activities of an assigned organizational unit or program within the Portland Fire and Rescue Bureau (PF&R). Classification is exempt from Civil Service.

Responsibilities include: planning, organizing, directing, and evaluating the performance of the organizational unit and its specific programs or activities, ensuring implementation of the goals and mission of the unit; planning staff work schedules, deadlines, workflow, methods, and standards of acceptable work; determining unit goals and standards; providing staff with leadership, direction, and support; managing, reviewing, and approving vendor and professional contracts; reviewing and managing budget allocations; managing subordinate supervisors.

DISTINGUISHING CHARACTERISTICS

Deputy Fire Chief is a management-level classification in PF&R.

Deputy Fire Chief is distinguished from Fire Division Chief and Fire Marshal in that the latter two report to the Fire Chief and are responsible for a Division, whereas the former is responsible for assigned organizational unit(s) or specific programs.

Deputy Fire Chief is distinguished from Fire Battalion Chief, Fire Captain, and Fire Lieutenant in that the former has the responsibility to oversee the functions and activities of major organizational units within PF&R divisions, while the latter classifications are responsible for overseeing the day-to-day activities of organizational units or programs and may report to the Deputy Fire Chief.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Direct the organizational unit or shift in carrying out the vision, mission, and objectives of the Bureau; assist in the development of strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
2. As directed, represent the Bureau by presenting at public meetings and events, conducting community outreach, providing assistance to City Council, and responding to sensitive citizen and media questions, feedback, and requests for information. Participate in interviews and speak at press conferences; hold meetings with stakeholders and speak at City Council meetings.
3. Represent Bureau on committees and act as liaison with other fire service organizations and other city, state, and federal agencies to share information, strategies, and resources.
4. Assist with the preparation of strategic plans and annual work plans, systems, and procedures; develop, implement, improve, and evaluate programs, projects, workflow, methods, and work

products in accordance with Bureau/Office plans, budgets, and policies; perform various specialized financial, revenue, budgetary, and/or management studies and analyses.

5. Assist in budget development and administration, including forecasting resources needed for staffing, equipment, materials, and supplies; monitor budget to actual revenues and expenditures and suggest mid-year or other adjustments.
6. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
7. Review and analyze pertinent fire statutes, regulations, ordinances, and policies in terms of impact on unit or shift to ensure compliance; make recommendations to the Fire Chief for changes; implement and enforce Fire Code changes at the local level; oversee changes at state and regional levels.
8. Plan and direct the evaluation of Bureau requirements for apparatus, vehicles, fire hose, and specialized firefighting equipment; plan and direct the development of specifications for the purchase of fire apparatus and equipment.
9. Conduct analysis of unit programs and services to identify and formulate improvements and efficiencies, with a focus on Bureau-wide opportunities that arise as staffing levels and workloads change.
10. Ensure full operational readiness of the unit; in the absence of the Fire Division Chief, ensure the cooperation of the division with other City agencies and the public.
11. Respond to first alarms in high value areas, prime industrial areas, and complex hospital and apartment units where unusual hazard to life and property exists; assume command of all multiple-alarm fires until relieved by a Fire Division Chief.
12. Negotiate for PF&R in the development of labor agreements, intergovernmental agreements, and other contractual relationships.
13. Identify training and education needs; submit proposals for change or modification of training or education programs to the Division Chief or Fire Marshal; provide training.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal direction by the Fire Division Chief, Fire Marshal, or similar management- or executive-level position. This position has significant discretion in carrying out the mission and goals of the organizational unit or shift.

Directly supervises a minimum of four (4) employees, including a Battalion Chief position. May supervise Senior Fire Inspectors or equivalent positions. Indirectly supervises staff assigned to subordinate Battalion Chiefs, Captains, and Lieutenants.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of modern methods, techniques, and theories used in firefighting, fire prevention, and fire inspection, including fire hazards specific to the City.
2. Knowledge of fire laws, codes, regulations, ordinances, statutes, and policies.
3. Knowledge of current literature, trends, and developments in the fields of fire prevention inspection, fire chemistry and behavior, hazardous materials, residential and commercial building design, and construction methods and materials.
4. Knowledge of principles and practices of current business communication and public administration activities.
5. Knowledge of labor contract provisions affecting organizational unit personnel.
6. Ability to understand, interpret, explain, and apply fire laws, codes, regulations, ordinances, statutes, and complex technical reports.

7. Ability to recognize fire hazards and make recommendations for their correction.
8. Ability to plan, direct, manage, and supervise the activities and personnel of a large diverse staff of technical, professional, uniformed, and non-uniformed fire-service personnel including serving as resource expert.
9. Ability to utilize City-specific technology and general office software.
10. Ability to present information, proposals, and recommendations clearly and persuasively.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work; exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues.
12. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
13. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
14. Ability to navigate sensitive political environments.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in fire science, business administration, public administration, or a related field;

AND

Experience: Four (4) years progressively responsible fire management experience at the level of a Fire Battalion Chief or its equivalent.

Special Requirements and/or Qualifications:

A valid state driver's license.

Current State EMT I certification.

Hazardous Material Technician certification.

Additional specific licensure or certification in the relevant field for certain positions.

Preferred Qualifications:

Advanced degree or professional certification in a field related to fire science and fire management for certain positions.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: