

**City of San José**  
**CLASS SPECIFICATION**

**Title: Assistant Fire Chief U (2333)**

| <b>DEPARTMENT</b> | <b>ACCOUNTABLE TO</b> | <b>FLSA STATUS</b> |
|-------------------|-----------------------|--------------------|
| Fire              | Fire Chief            | Exempt             |

**CLASS SUMMARY**

Under administrative direction, the incumbent performs work of unusual difficulty involving planning, coordinating, and directing the administration of the Fire Department and assumes full command in the absence of the Fire Chief. Performs related work as directed.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class in the unclassified service. The incumbent of this class is responsible for planning, organizing, and directing the activities of the Fire Department. This class differs from the lower class of Deputy Fire Chief in that the incumbent of this class is second in command in the Fire Department and responsible for the overall operations while the Deputy Fire Chief is responsible for a major Fire Department Division.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Current employment as a Fire Captain or a higher level fire sworn rank such as Battalion Chief, Division Chief, or Deputy Fire Chief.

A Bachelor's Degree from an accredited college or university in business administration, management sciences or related field is highly desirable. Advanced coursework or training in leadership, management and/or organizational development is highly desirable.

**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid State of California driver's license.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

Knowledge of:

- Modern principles, practices, and techniques of Fire Department administration, organization, and operation.
- Methods, techniques, and equipment of modern firefighting, medical emergency services and fire inspection and prevention.
- Principles and practices of public administration, including personnel and budgetary control.

Ability to:

- Effectively command large complex fire suppression operation.
- Plan, develop, and implement a comprehensive fire suppression and prevention program.

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- Supervise and direct a large staff.
- Relate effectively to employees and the public
- Express oneself clearly and concisely, both orally and in writing.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Major fire hazards, the water supply, geography and building conditions of the City.
- The types of building construction and the building codes of the City.
- City of San Jose's accounting and budget system.
- Laws that relate to the fire protection, prevention and suppression.

| DUTY NO. | <b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:   |
|----------|---|
| 1.       | Takes on-the-scene command of the suppression of major fires and related emergencies.   |
| 2.       | Plans, organizes, and directs the operation of the major divisions of the Department.   |
| 3.       | Develops, administers, and enforces the rules and regulations of the Department.  |
| 4.       | Develops and implements various programs and projects such as emergency medical services coordination, the development and analysis of pending fire related legislation, and the providing of fire/life safety related education and training to the community. |
| 5.       | Controls the budget operations, inventory, employee performance reports and the suggestion awards system.   |
| 6.       | Supervises and evaluates the Fire Department personnel, makes recommendations on employment, retention, promotion, demotion, and other personnel actions.   |
| 7.       | Directs all fire support functions, including training, fire apparatus maintenance, fire dispatch function, facilities maintenance, equipment purchasing and planning and research.   |
| 8.       | Maintains effective working relationships with other departments, County, State and Federal agencies.   |
| 9.       | Represents Fire Department management in labor relations negotiations.  |
| 10.      | Performs other duties of a similar nature or level.   |

**Typical End Results Include:**

Maintaining the highest level of public physical safety through a comprehensive fire safety program; a competent motivated firefighting force; the establishing and enforcing of departmental policies and procedures; the developing and improving of methods and operations; the minimizing of fire injuries, death and property damage; the confining and controlling of operating expenses; and effectively representing the Fire Department within the City and to outside agencies.

**CLASSIFICATION HISTORY** Created 6/80; Rev. 6/84, Rev. 1/92, Rev. 11/18; s002, Rev. 8/20; s003