



Deputy Fire Chief – San José Fire Department

ABOUT THE DEPARTMENT/CITY

The San José Fire Department (SJFD) is a full-service, all-hazard metropolitan fire department that provides service to and protects a population of over 1 million residents within the approximately 208 square miles of the nation's tenth largest city. The protection area includes residential, commercial, high-rise, industrial, seven major hospitals, the SAP Center, the Earthquakes Stadium, San José State University, Norman Y. Mineta San José International Airport, three super-regional malls, the United State Patent and Trademark Office and wildland-urban interface areas.

The Department is organized across five Bureaus which are Field Operations; Support Services; Fire Prevention; Training and Emergency Medical Services; and Administrative Services. Under the Fire Chief, the staff consists of an Assistant Fire Chief, four Deputy Fire Chiefs, and a civilian Deputy Director. The Fire Department FY 2020-2021 proposed operating budget is \$263.4 million.

SJFD is budgeted for 707 sworn personnel and 126 civilian personnel for a total of 833 employees. The SJFD responds from 33 fire stations organized across five battalions under the Bureau of Field

Operations. There are 33 engine companies, 9 truck companies, 8 wildland companies, 1 Urban Search and Rescue Unit, a Hazardous Incident Team and other specialized apparatus including the Aircraft Rescue & Fire Fighting. SJFD provides Advanced Life Support Paramedic first responder service contractually through the County of Santa Clara and works in conjunction with its subcontractor, Rural Metro Ambulance/American Medical Response. Each engine and truck company throughout the City is staffed with an accredited paramedic. The Department also operates three Squads to create operational efficiencies and supplement County of Santa Clara ambulance resources.

In 2020, the Department responded to more than 93,000 calls for service of which roughly 63% were emergency medical service related. The SJFD Communications Center is recognized as an Accredited Center of Excellence by the National Academy of Emergency Medical Dispatch.

For additional information on the City of San José and SJFD visit www.sanjoseca.gov and www.sjfd.org.



POSITION & DUTIES

Position Description

Deputy Fire Chiefs represent the San José Fire Department in multiple arenas and candidate(s) should feel comfortable taking an active and visible role in the community. Under the direction of the Fire Chief, and serving as a member of Senior Staff, the Deputy Fire Chiefs each plan, coordinate and direct the activities of a major Bureau of the Fire Department and performs related work as required. The SJFD employs four Deputy Fire Chief positions that supervise the following areas; 1) the Bureau of Field Operations (BFO), 2) the Bureau of Fire Prevention (BFP), 3) the Bureau of Support Services (BSS) and 4) the Bureau of Training and Emergency Medical Services (BET). The Deputy Fire Chief position in BFP is also known as the Fire Marshal.

Position Duties

Deputy Fire Chief's typical duties include: responds to and assumes command at the scene of major fires and related emergencies; supervises and directs the operation of a major bureau of the Fire Department. The Deputy Fire Chief assigned to the Bureau of Field Operations directs five battalions across three shifts and is supported by three staff Fire Captains and three civilian staff members. The Deputy Fire Chief/Fire Marshal assigned to the Bureau of Fire Prevention supervises and directs a comprehensive fire prevention program,

including the development of new codes, physical inspections, state and local code enforcement, water system approval, education of the public, administration of the hazardous materials ordinance and oversight of the Arson Investigation Program.

All Deputy Fire Chiefs supervise and evaluate fire department personnel; make recommendations on employment, retention, promotion, demotion, and other personnel actions; direct and enforce the rules and regulations of the department; maintain effective working relationships with other departments, County, State, and Federal agencies; develop and control the operating budget for a Bureau and assist in the development of the Department's capital budget; as well as develop and implement an effective training program for departmental personnel. Appointments to these positions require disclosure of outside investments, real property interests, income, and business positions through Form 700. More information on requirements and disclosure, www.fppc.ca.gov/Form700.html.

This recruitment may be used to fill multiple positions in this, or other divisions of the department. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

POSITION & DUTIES (cont.)

Basic Knowledge, Skills, & Abilities*

Knowledge of:

- Department administration, organization, and operations.
- Methods, techniques, and equipment of modern firefighting, first aid, and fire inspection and prevention.
- Labor relation laws and practices, civil service rules and City and departmental regulations.
- Principles and practices of public administration, human resource management, and budgetary planning and control.

Ability to:

- Effectively command large, complex fire suppression or other emergency operations.
- Plan, develop, and implement a comprehensive fire suppression and prevention program.
- Supervise and direct, through staff, subordinates of an entire bureau.
- Relate effectively to employees and the public.
- Express oneself clearly and concisely, both orally and in writing.

Additional Competencies & Desirable Qualifications**

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 José's accounting and budget system.
- Laws relating to fire protection, prevention, suppression, and hazardous materials.

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

** Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.





MINIMUM QUALIFICATIONS

Education/Experience

- 1 One (1) year as Battalion Chief or higher AND sixty (60) semester units/ninety (90) quarter units.
- 2 Two (2) years as Battalion Chief or higher AND thirty (30) semester units/forty-five (45) quarter units.
- 3 Three (3) years as Battalion Chief or higher.
- 4 Five (5) years as Fire Captain AND a Bachelor's Degree from an accredited college or university in business administration, management science or related field. Additional work experience as Fire Captain cannot substitute for the required degree.

A Bachelor's Degree from an accredited college or university in business administration, management sciences or related field is highly desirable for those in a Battalion Chief or Fire Division Chief classification. Advanced coursework or training in leadership, management and/or organizational development is highly desirable.

Required Licensing

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



Salary & Benefits

The approved salary range for Deputy Fire Chief is \$139,703.86 - \$215,761.88. In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable compensation. The actual salary shall be determined by the final candidate’s qualifications and experience. **The City provides an excellent array of benefits including:**

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| Retirement | Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option. |
| Health Insurance | The City contributes 85% towards the premium of the lowest cost non-deductible plan. There are several plan options. |
| Dental Insurance | The City contributes 100% of the premium of the lowest-priced plan for dental coverage. |
| Personal Time | Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program, could increase up to 80 hours. Sick leave is accrued at the rate of 8 hours per month. |
| Holidays | The City observes 14 paid holidays annually. |
| Deferred Compensation | The City offers an optional 457 Plan. |
| Flexible Spending Accounts | The City participates in Dependent Care Assistance and Medical Reimbursement Programs. |
| Life Insurance | The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional. |
| Employee Assistance Program (EAP) | The City provides a comprehensive range of services through the EAP. |

For more information on employee benefits, visit the City’s benefits website at www.sanjoseca.gov.

Application Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application. Cover letters and resumes will be screened in relation to the minimum qualifications and the criteria articulated. Those individuals deemed to be the best qualified will participate in panel interviews and additional selection activities.

Applicants are required to upload the following attachments with their application:

- 1** A cover letter that articulates why you feel you are qualified for this position.
- 2** A current resume.

Education must be verified by submission of a transcript showing the required semester/quarter units of coursework (or degree) from an accredited college or university to: Laura Black, Human Resources and Internal Affairs Manager, via email to laura.black@sanjoseca.gov and must be received by June 30, 2021.

If you have questions about this position, please contact Laura Black at laura.black@sanjoseca.gov.

To apply, please complete an application via the City of San José's website at www.sanjoseca.gov/citycareers.

The application deadline is on June 30, 2021 at 11:59 p.m.

