

DEPUTY FIRE CHIEF

NATURE OF WORK IN THIS CLASS

This is professional administrative work which involves assisting the Fire Chief in directing all operations and activities of the Guam Fire Department.

ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Plans and administers the operations and activities of the Guam Fire Department, inclusive of fire suppression, prevention, rescue and ambulance service programs.

Performs administrative functions including budget development, review and control, personnel management and other related matters.

Directs the inspections of all government of Guam buildings, commercial buildings, and private dwellings for fire hazards.

Directs the investigations of all fires to determine cause and to take appropriate action.

Promotes good public relations with various government agencies, private and business organizations, and community groups; confers and cooperates with military fire officials with regard to fire problems and activities under mutual aid agreement.

Independently and in conference with subordinates, plans methods and procedures to meet operational needs and service demands; reviews, records and reports to ascertain present conditions and to obtain information upon which to base departmental programs; reports on progress of work programs and operations affecting fire suppression, prevention and ambulance services.

Reviews operating and performance records of division and section chiefs to determine the efficiency and effectiveness of subordinates; orders and reviews the preparation of specialized training programs for Fire Fighters; makes periodic inspections to ensure the maintenance of high level fire suppression efficiency.

Prescribes and enforces departmental rules, regulations, policies and procedures.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of contemporary principles, practices, and methods of fire administration, organization and operation.

Knowledge of fire protection, prevention and other safety laws of the Territory of Guam.

Knowledge of the technical aspects of fire suppression, prevention, rescue, and ambulance operations.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of emergency medical treatment techniques and ambulance operations.

Ability to effectively supervise subordinates.

Ability to administer comprehensive fire suppression, prevention, and ambulance service programs.

Ability to interpret and apply the laws of the Territory of Guam and other guidelines applicable to fire suppression and prevention.

Ability to analyze and interpret fire suppression data and make recommendations regarding fire prevention.

Ability to evaluate operational effectiveness and recommend or implement changes in fire operations to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to make decisions in accordance with appropriate laws, rules and regulations.

Ability to react quickly and calmly in emergencies.

Ability to communicate effectively.

MINIMUM EXPERIENCE AND TRAINING

- A Two (2) years of experience as a Fire Battalion Chief or higher and possession of a Bachelor's degree in Fire Science, Public Administration, or closely related field from an accredited institution; or
- B Three (3) years and six (6) months of experience as a Fire Battalion Chief or higher and possession of an Associate's degree or equivalent credit hours in Fire Science, Public Administration, or closely related field from an accredited institution; or
- C Five (5) years of experience as a Fire Battalion Chief or higher.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license at the time of certification.

ESTABLISHED: JANUARY 1974

AMENDED: MAY 2001

PAY GRADE: S

HAY EVALUATION:	KNOW HOW:	FII3	400
	PROBLEM SOLVING:	E4 (43%)	175
	ACCOUNTABILITY:	E3P	<u>264</u>
			839

This standard revises and supercedes the standard established JANUARY 1974 and amended November 1982, December 1989 and January 1996.



LUIS R. BAZA
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Civil Service Commission