

**CITY OF MANTECA  
DEPUTY FIRE CHIEF**

**Department:** Fire

**Unrepresented Management/Confidential**

**Employees' Unit**

**Effective Date:** July 1, 2025

**FLSA Status:** EXEMPT

**Revision History:** N/A

**BASIC FUNCTION:**

Under the direction of the Fire Chief, plan, direct, and manage Fire Department operations, including suppression, prevention, training, and administration. Oversee operations, direct the work of Battalion Chiefs and other subordinate personnel, and ensure effective performance. Assist in developing and implementing departmental goals, policies, and procedures. Manage budgeting, staffing, and compliance activities; lead strategic initiatives; and serve as a liaison to City leadership and external agencies. Provide highly responsible and complex staff assistance to the Fire Chief in the administration and management of department operations; incumbents may serve as acting Fire Chief in the Chief's absence.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Lead and manage fire and emergency service operations, including suppression, prevention, training, and disaster preparedness.

Plan, recommend, and implement division goals, objectives, programs, and policies in alignment with departmental strategies and citywide priorities.

Direct and oversee the development of the department's work plan; assign and monitor projects and programs, evaluate workflow, and ensure policies and procedures are effectively implemented.

Manage through subordinate supervisors and oversee all aspects of personnel management, including hiring, training, performance evaluation, and discipline.

Contribute to the preparation and administration of the division's annual budget; monitor expenditures and recommend adjustments as needed.

Coordinate emergency response, mutual aid, and interagency operations.

Ensure compliance with safety regulations and departmental procedures; oversee maintenance of facilities, apparatus, and equipment.

Lead strategic projects and organizational initiatives; work closely with the City Manager and City Leadership Team on interdepartmental priorities and special assignments.

Represent the City and Department in interactions with City Council, commissions, community organizations, professional groups, and partner agencies to communicate programs and address concerns.

Direct the preparation of reports, manuals, and proposals; use data to inform decisions and improve operations.

Address personnel issues and public complaints, ensuring appropriate resolution in accordance with City policies.

Fill in for Battalion Chiefs to cover duties when needed and as allowed by the MOU.

Act as Chief of the Department when needed.

Other duties as assigned.

## **FLSA AND WORK SCHEDULE**

This classification is assigned to a 40-hour work week schedule and is exempt under the Fair Labor Standards Act (FLSA). However, at times the Deputy Fire Chief may be required to cover shift work for a Fire Battalion Chief due to time off or other staffing issues; during those times, and in addition to other off-duty emergency call back or assignments directed by the Fire Chief for the Office of Emergency Services (OES), the position is eligible for stipend pay. Please refer to the Unrepresented Management/Confidential Employees' Compensation Plan for details.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Budget preparation and administration.

Technical report writing practices and procedures for proposal and contract.

Personal computer and relevant software programs.

Effective methods of preparing and presenting information to the public, City Council, and community groups.

Techniques and equipment used in fire suppression, investigation, and prevention.

Modern principles of Fire Department administration, training, and management.

Federal, state, local, and department policies, procedures, laws, rules, and regulations.

Building, electrical, mechanical, and fire codes.

### **ABILITY TO:**

Exercise sound independent judgment within general policy guidelines.

Communicate clearly and concisely, both orally and in writing.

Organize, direct, and implement a variety of programs.

Supervise and evaluate staff.

Work with and control sensitive, confidential information.

Establish a good, professional working relationship with co-workers and the public.

Effectively represent the department before the Council, Council Committees, boards, commissions, public agencies, and private groups.

Plan, organize, direct, and coordinate a large group of employees through subordinate supervisors.

Attend and conduct a variety of meetings.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in fire science, public administration, business administration, or a related field.

### **EXPERIENCE:**

Ten years of progressively responsible experience in municipal fire service, including at least two years of command-level experience equivalent to the rank of Battalion Chief.

## **LICENSES AND OTHER REQUIREMENTS:**

California Driver's license.

Emergency Medical Technician Certification (National Registry of State of CA).

CFSTES Chief Fire Officer Certificate (or equivalent certification from previous state fire training curriculum).

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor environment with moderate noise levels.

Driving a vehicle to conduct work.

Spend tours of duty and work shifts at fire station.

Responsible for emergency call-outs on and off work shifts.

Respond to Long Term Mutual Aid incidents when necessary.

### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to utilize hand and power tools for medical and fire emergencies.

Lifting, carrying, pushing or pulling heavy objects during emergency operations and training exercises.

Walking and running over rough or uneven surfaces.

Bending at the waist, stooping, crawling, kneeling or crouching.

Hearing and speaking to exchange information and make presentations.

Reaching overhead, above the shoulders and horizontally.

Seeing to conduct inspections and read a variety of materials.

Sitting, standing and walking for extended periods of time.

Physical agility and stamina.

Climbing ladders.

### **HAZARDS:**

Working at heights and in confined spaces.

Possible exposure to hazardous materials.

Smoke and fume inhalation, including toxic gases.

Possible contact with blood and other body fluids.

Working around and with machinery having moving parts.

Working on ladders or scaffolding.

Possible exposure to contagious diseases, blood and bloodborne pathogens.

Extreme heat and fire.

Various immediate dangers to life or health.

Falling objects.