

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY FIRE CHIEF

PERSONNEL COMMISSION APPROVAL:
CITY COUNCIL APPROVAL:

JANUARY 17, 2024**APRIL 16, 2026**
(REVISED)
NOVEMBER 15, 2022

JOB CODE:

0812

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

FMA

FLSA STATUS:

EXEMPT

EEOC CODE:

OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative direction, assists in the general management and administration of the Fire Department and provides professional and technical assistance to the Fire Chief. Manages day-to-day operations, directing and coordinating activities of personnel under their command and collaborates with internal and external stakeholders.

SUPERVISION RECEIVED AND EXERCISED

Report to: Fire Chief

Supervises: Safety and non-safety management, supervisory, professional, technical, and administrative staff

DISTINGUISHING CHARACTERISTICS

The position of Deputy Fire Chief is appointed by the Fire Chief. It differs from the Fire Division Chief in that the Deputy Fire Chief oversees any division(s) of the department and acts as the department head in the absence of the Fire Chief.

EXAMPLES OF ESSENTIAL DUTIES:

- Assists the Fire Chief in managing and directing the Fire Department; assumes the duties of the Fire Chief in the Fire Chief's absence
- Assists in developing department goals and objectives, and in the development and implementation of policies and procedures
- Plans, organizes, and directs the department's activities including Operations Division, Emergency Medical Services (EMS) Division, Marine Safety Division, Junior

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Lifeguard Program, Community Risk Reduction Division, Communication and Technology Division, and Training Division of the Fire Department, which includes preparation of division budgets and coordination of activities, goals, and objectives with Division Officers

- Leads the employee health and wellness program; coordinates and administratively manages Central Net Training Center
- Directs all “recruitment-to-retirement” processes including entry level hiring and promotional exams for Suppression, Marine Safety, Community Risk Reduction, and Administration divisions
- Develops and implements the Fire Department's work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures
- Prepares the Fire Department's budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget
- Identifies department efficiencies and deficiencies through the analysis of fire, medical, emergency, and non-emergency responsive services; develops and implements new programs
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the department
- Assures personnel resources and services are appropriately deployed through communication with the Fire Battalion Chiefs
- Serves as department Risk Management Coordinator and supervises department Safety Officers
- Directs departmental data collection and records maintenance
- Serves as the Fire Department Liaison to the Health and Safety Commission
- Supervises and administers the CAD system and the department's RMS program
- Ensures proper maintenance and availability of department apparatus, equipment, buildings, and other facilities; develops specifications for fire apparatus, buildings, and equipment; provides guidance and supervision in the purchasing of apparatus and equipment
- Acts as the liaison to Emergency Operations Center Operation Section including

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CERT, RACES, and other related volunteer groups

- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary
- Researches and prepares technical and administrative reports; prepares written correspondence
- Assists new or existing staff in learning departmental practices and protocols, methods, and procedures
- Builds and maintains positive working relationships with coworkers; employee associations, and other City employees and the public using principles of good customer service
- Fosters an environment that embraces diversity, integrity, trust, and respect
- Displays team orientation, which requires flexibility, cooperation, and communication
- Plans, prepares, and deploys resources for large scale events; acts as lead coordinator with other public safety groups and resources; assists with any needs from cooperating divisions throughout the city; serves as lead with the vendor or promoter sponsoring the event
- Performs other related duties, as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Modern Community Risk Reduction and suppression methods, fire behavior and basic fire chemistry
- Principles pertaining to Community Risk Reduction, employee safety, personnel procedures, emergency medical services, and emergency operations and procedures

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- Proper and effective methods of fire deployment in accordance with industry best practices and actual and anticipated emergencies
- Policy development and implementation
- Principles and practices of leadership, motivation, team building, and conflict resolution
- Pertinent local, state, and federal rules, regulations, and laws
- Labor relations and contract negotiations
- Budget development, implementation, and monitoring
- Organizational analysis and management
- Principles and practices of supervision, training, and personnel management
- Standard office procedures, methods, computer equipment, and related software applications
- Report writing and proper correspondence
- Techniques of public presentation and group dynamics
- Effective customer service techniques

Ability to:

- Organize, direct, and implement a comprehensive program relevant to the operation of a Fire Department
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; problem solve department-related issues; remember various rules and procedures, and explain and interpret policy
- Assess and make recommendations regarding the necessity and applicability of a wide variety of current fire equipment, vehicles, and materials necessary to deliver department services
- Prepare and administer a budget
- Supervise, train, observe performance, and evaluate personnel
- Effectively and responsibly act on behalf of the Fire Chief
- Interpret and explain department policies and procedures
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Study and interpret statistics that can be effectively communicate to executive and financial staff, commission members, City Council, media, and the public
- Gain cooperation through open discussion and input considering community-based values as the mission of proposed change

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- Display calmness, clarity, competency, and effectiveness under prolonged and stressful working conditions in critical emergency response situations and through administrative challenges
- Practice and project social awareness to provide inclusive and equitable consideration for all members of the community, regardless of culture, socio-economic status, or any other background-related differences
- Communicate clearly and concisely, both orally and in writing
- Maintain confidentiality in accordance with municipal, state, and federal laws, and department policies
- Stay up to date on current issues in the Fire Service

Education: [A](#) [b](#) Bachelor's or [M](#) [m](#) master's [d](#) [D](#) Degree from an accredited college or university with major course work in [p](#) [P](#) Public [a](#) [A](#) Administration, [B](#) [b](#) business [A](#) [a](#) administration, or a related field is highly desirable.

Experience: Five (5) years of increasingly responsible experience in Fire suppression positions, including a minimum of two (2) years of administrative and supervisory experience equivalent to the level of Battalion Chief or higher.

Licenses/Certifications: [Possession of a valid California Class C driver license with an acceptable driving record at time of appointment and throughout employment.](#)

[A valid California driver license.](#) Emergency Medical Technician certified. Current or prior licensure as an EMT-P is preferred.

SPECIAL CONDITIONS

[Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.](#)

[Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.](#)

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility,

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balance, coordination, vision, hearing, and dexterity levels appropriate to the duties to be performed.

Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; occasional exposure to noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, and all types of weather and temperature conditions; occasionally works near moving mechanical parts, in areas of limited and restricted entry and exit, and in high precarious places; extensive public contact; may be required to wear protective apparel including goggles, face protector, aprons, safety shoes and oxygen breathing apparatus; may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries. Primary functions require sufficient physical ability to work in an office setting and operate office equipment and to respond to emergency alarms and/or assume command of field operations. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; operate a vehicle to travel to various locations; operate fire suppression and medical response equipment, apparatus, and tools; verbally communicate to exchange information.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

[Rev. March 2025 ma](#)

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TITLE: MARINE SAFETY DIVISION CHIEF

PERSONNEL COMMISSION APPROVAL: ~~DECEMBER 2013~~ APRIL 16, 2025
COUNCIL APPROVAL: ~~(REVISED)~~
APRIL 2001

JOB CODE: 0032
EMPLOYMENT STATUS: REGULAR, FULL-TIME
UNIT REPRESENTATION: ~~ME~~ OFMA
FLSA STATUS: EXEMPT
EEOC CODE: OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative direction, oversees the operations, services, programs, and activities of the Marine Safety Division within the Fire Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Fire Chief
Supervises: Marine Safety and Lifeguard Personnel

DISTINGUISHING CHARACTERISTICS

The Marine Safety Division Chief is the division manager assigned to oversee the Marine Safety Division within the Fire Department. The incumbent is expected to possess advanced knowledge of policies and procedures related to Marine Safety operations, including life safety practices in an ocean/beach environment, principles and practices of emergency service training and education methods, principles of leadership, management, employee development, evaluation, and discipline, public service principles and practices, and budget and personnel administration.

EXAMPLES OF ESSENTIAL DUTIES

- Manages all services and activities of the Marine Safety Division; directs and

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participates in the planning, development, organization, supervision and coordination of all division activities and programs

- Oversees the administration of the Junior Lifeguard program
- Prepares division budget and monitors fund expenditures for the Marine Safety Division and Junior Lifeguard Program; ensures availability of required equipment, materials, and supplies within budget parameters
- Conducts a variety of staff projects, organizational studies and investigations; prepares and presents reports to the City Council, administration and outside agencies and community groups
- Investigates complaints and accidents and follows up as required
- Prepares and implements policies, procedures and training
- Coordinates division activities with other departments and outside agencies; serves as Marine Safety Division spokesperson on various City Committees, study groups and task forces; represents Marine Safety at community events and other promotional activities
- Works with other safety department personnel in the City's Emergency Operation Center during disasters; functions as an incident commander for specific types of City emergencies
- Selects, trains, supervises and evaluates assigned staff
- Reviews all incident and emergency reports and citations issued for beach infractions
- Prepares, reviews and/or analyzes statistical reports
- Monitors concession contracts
- Writes, updates and manages sponsorship and promotional contracts; administers and negotiates contractual agreements, ensures contract compliance with City policies
- Approves all beach special event permits
- Conducts rescues, issues citations and arrests as required
- Develops, implements, and reviews strategies for improving service delivery
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of marine safety, ocean lifeguard, and junior lifeguard programs and activities
- Applicable local, state, and federal laws, ordinances, and codes governing boating and waterway enforcement, harbors and navigation, environmental protection, and recreational use of boats in a marine environment
- Methods and equipment used in ocean rescue, underwater search and recovery, rescue boat operations, disaster operations, an incident command system, and medical aid operations
- Marine and water safety programs, including Cliff Rescue, Rescue Systems 1, Swiftwater Rescue Technician Advanced, Rescue Diver, Dry Suit Diver, and Rescue Water Craft
- Municipal budget preparation and administration
- Principles and practices of effective public relations
- Principles of instructional methodology
- Principles and practices of leadership, contract and program administration and management, staff development, effective supervision, employee training and discipline
- Modern office procedures, methods and computer equipment and software

Ability to:

- Interpret and apply federal, state, and local policies, laws, and regulations related to marine safety and other lifesaving operations
- Ensure safety and professional work standards are met
- Analyze complex issues and problems, develop and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Negotiate and administer various contracts and grants; prepare and administer large program budgets

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- Maintain detailed project management records and documentation, including maintenance of confidential medical, personnel and/or other privileged information
- Provide quality customer service to internal and external customers
- Research, analyze, and evaluate new service delivery methods and techniques
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Establish and maintain effective working relationships with those contacted in the course of work
- Represent the Fire Department and the Marine Safety Division in interactions with other outside agencies and community groups
- Operate office equipment including computers and supporting word processing, spreadsheet, and specialized software programs

Education: ~~A Bachelor's Degree in Public Administration~~bachelor's degree in public administration or other related field from an accredited university or college preferred.

Experience: Five (5) years' experience performing work as a Marine Safety Officer or equivalent, including one year management and/or supervisory experience at the level of Lieutenant or higher.

Other: ~~Compliance with Department of Justice Live Scan fingerprinting criminal record check and successful completion of thorough background investigation required.~~

Certifications/LicenseLicenses/Certifications/Special Training:

- State or County issued Emergency Medical Technician (EMT) Certificate
- Automated External Defibrillator (AED) Training
- PC 832 Arrest Course Training
- California Boat Basics Certificate
- Advanced Open Water Diver (PADI) (NAUI)
- Possession of a valid California Class C driver license with an acceptable driving record at time of appointment and throughout employment.~~Valid California Class C driver license~~
- _____
- The incumbent must be able to successfully complete Huntington Beach Marine

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Safety Division Rescue Vehicle Training within probationary period.
The following certifications are required to be obtained following appointment to the position within a timeframe identified by the department head:

- Completion of California State Fire Courses Incident Command System (ICS) 200, 300, 400 Courses
- Command 1A and 1B Certificates
- Management 1 Certificate (previously Management 1A & 1B)

The following certification is desirable:

- California Boating Safety Officer Core Training Certificate

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Other: Compliance with Department of Justice Live Scan fingerprinting criminal record check and successful completion of thorough background investigation required.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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TITLE: MARINE SAFETY DIVISION CHIEF

Work is performed in a beach and ocean environment involving prolonged exposure to cold weather, water and sun. The employee may be exposed to hazardous materials and communicable diseases. Must have the physical strength, endurance and ability required for swimming, paddling, running, walking, standing or sitting for extended periods of time, operating assigned motorized equipment, vehicles and vessels. The incumbent must also be able to reach, twist, lean, and bend at the neck and waist, squat, climb, and twist at the neck and waist; engage in repetitive use of hands for simple to power grasping, must be able to use hands for fine manipulations, pushing, pulling and reaching above and below shoulder level; operate a computer keyboard for a prolonged or intermittent period of time, lift files and reports from counter tops or file drawers. The operation of a personal computer requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from a computer. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

SPECIAL CONDITIONS

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Rev. 12/2013 jd
[Rev. 03/2025 ma](#)