



Position Description

Deputy Fire Chief

Fire Department

CLASSIFICATION: Exempt

BARGAINING UNIT: Unaffiliated (Non-Union)

REPORTS TO: Fire Chief

SUPERVISES: Battalion Chief, Fire Captain, and Fire Lieutenant

SUMMARY:

Function as the Department's second in command while on duty, and may assume responsibility for the day-to-day administration of the Department in the absence of the Fire Chief. Under the direction of the Fire Chief, this highly-responsible management and administrative position performs supervisory and administrative duties within the Department such as organizing, coordinating, scheduling, inspecting, and evaluating the activities of Department personnel or units assigned.

ESSENTIAL JOB FUNCTIONS:

Additional job functions may vary due to department or City needs/requirements. Assignments may include but are not limited to:

- Provide technical support to the Fire Chief and City administration, including interpretation and application of policy and procedure, and developing recommendations regarding Department-related matters.
- Direct Department operations to achieve goals within budgeted funds and available personnel; plan and organize workloads and staff assignments, review progress, direct change in priorities and schedules as needed to assure services are provided in an efficient manner.
- Provide managerial leadership and input on the selection and evaluation of Department staff. Conduct or oversee performance evaluations to ensure timely feedback to the employee. Assure all personnel are trained and equipped to perform expected duties.
- Direct the daily activities of the Shift Battalion Chiefs, the EMS Officer and the Training Officer.
- Direct Departmental activities regarding public information, aircraft rescue and firefighting, hazardous materials, department safety and health program and training.
- Direct the preparation and administration of the Department budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitor expenditures to assure compliance with approved budget level and standards.
- Direct and develop short- and long-range plans, goals and objectives for assigned operations. Assure adequate response to disasters by developing and maintaining an inter-departmental collaborative emergency management system.
- Perform fire suppression, hazardous materials, and emergency medical services command functions at the emergency scene. May take command of emergency scene.
- Attend conferences, seminars, and training classes regarding various facets of the fire service.

OTHER JOB FUNCTIONS:

- Provide analysis of statistical data and recommend improvements to existing operating systems of the Department.
- Develop and direct the activities of committees or work groups.
- Develop and coordinate intergovernmental collaborative efforts to achieve programmatic goals.
- Perform other related duties as assigned, including public speaking and report writing.

WORKING CONDITIONS:

- **ENVIRONMENT:** Duties are primarily performed in the station house or training grounds while sitting, standing or walking, but will also be performed at fire grounds and emergency sites in varying and extreme weather conditions.
- **PHYSICAL:** Physical exertion is required to climb ladders and stairs, pull hose, move heavy objects, crawl through tight spaces and generally operate fire equipment. Physical effort is required to lift materials, equipment and persons in excess of 50 pounds.
- **HAZARDS:** When responding to emergencies, employees risk physical hazard from fire, smoke, chemical and other hazardous materials, falling debris, unstable building and extreme hot and cold temperatures.

KNOWLEDGE, SKILLS & ABILITIES:

The minimum amount of knowledge, skill, and ability necessary to competently perform the essential functions of the position.

Knowledge of:

- Modern firefighting principles, practices, techniques, equipment and procedures and methods, mechanics and practices used in fire suppression activities.
- Fire behavior and the principles of hydraulics. Considerable knowledge of the chemistry and characteristics of various fires.
- Operation and maintenance of various types of emergency and fire equipment and apparatus used in structure, petroleum aircraft and chemical firefighting.
- Fire Department practices and procedures, state and local laws pertaining to training, suppression, inspection, emergency medical services, and fire prevention.
- Supervisory and management principles and personnel practices.
- Principles and practices of fire prevention and fire investigation.
- Fire Department Standard Operating Guidelines, Policies, Rules and Regulations.
- Fiscal management, including budget preparation, expenditure control, and record keeping.

Ability to:

- Exercise considerable initiative and independent judgment within areas of responsibility.
- Supervise and coordinate the work of Fire Department operations in fire suppression, rescue, aircraft rescue and firefighting, prevention, inspection, pre-fire planning, and emergency medical services.
- Coordinate a variety of administrative staff assignments. Coordinate and implement procedures.
- Communicate effectively, both orally and in writing. Prepare and present clear and concise oral or written reports.
- Think clearly and act logically in emergency situations involving stress or danger.
- Establish and maintain effective working relationships with the Fire Chief, other City officials, public and private officers.
- Deal with discipline and accident review procedures under stressful conditions for timely, constructive results.
- Use tact, understanding, and judgment in dealing with the public in fire prevention and suppression activities.
- Compile and maintain a variety of personnel, fire incident, and administrative records and reports.
- Physically perform the essential functions of the job.
- Understand and follow specific oral and written instructions.

EDUCATION & EXPERIENCE:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

- High school diploma or G.E.D.
- Fifteen (15) years of progressively responsible experience in a municipal Fire Department.
- Five (5) years of previous experience as a Fire Battalion Chief or similar command staff level position
- Associates of Applied Fire Science degree, or NFA Managing Fire Officer program or Technical Fire Management program.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

Certain licenses and certificates, if required, may be acquired on the job as agreed upon by the City and employee. Subject to change based on operational needs.

- Valid Washington State driver license.
- Successful completion of LEOFF medical examination or other standard physical examination.
- IFSAC Fire Officer II or similar certification or experience
- Hazardous Materials On-Scene Incident Commander.
- I-100 through 1-400 NIMS ICS training.
- IFSAC Fire Instructor II or similar certification or experience.
- NWCG Division Supervisor or NWCG or All Hazards Incident Commander Type 3 or local equivalent (Complete Tri-County Duty Chief Task Book after hire).