



Deputy Chief Job Description

Date: May 20, 2020

Reports to: Fire Chief or Designee

FLSA Status: Exempt

Union Status: This is a confidential, non-union represented position.

Supervises: Captains, as well as lower ranking employees through the chain of command.

1. Position Objectives:

- 1.1 Under the general supervision of the Fire Chief, assists in planning, directing, managing, and overseeing, day-to-day activities and operations of the District including fire suppression, fire prevention, emergency medical services, administration, logistics and related programs, services, and operations of the District.
- 1.2 Recommends and administers District policies and procedures. Provides highly responsible and complex administrative support to the Fire Chief. Coordinates assigned activities with other departments and outside agencies.
- 1.3 Works with subordinate leaders to ensure district compliance with operations and safety procedures and standards. Stays abreast of new trends and innovations in the field of fire services, fire preventions and delivery of emergency medical services. Serves as second in command to the Fire Chief, and acts in his/her absence.

2. Essential Job Functions Include, Without Limitation, the Following:

- 2.1 Direct, oversee and participate in the development of the respective division; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- 2.2 Participate in development and management of the District's Strategic Plan.
- 2.3 Provide positive leadership and development to various District personnel to foster a qualified and capable staff.
- 2.4 Develop, plan, and implement quarterly/yearly goals and objectives.
- 2.5 Recommend develop and administer policies and procedures.
- 2.6 Coordinate District activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence; represent the District in a positive and professional manner.
- 2.7 Participate in the development, administration and management of the District's budget, participate in the forecast of funds needed for effective operation of the District; monitor and approve expenditures; implement mid-year adjustments.
- 2.8 Respond to emergencies and assume an appropriate role within the Incident Command System.
 - 2.8.1 As needed subject to 24-hour shifts, emergency call in, and mandatory shift coverage as required.

- 2.8.2 As needed directs interior structural firefighting activities and serves as Rapid Intervention group supervisor or team leader.
- 2.8.3 Assesses nature and extent of fire, conditions of building, dangers to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.
- 2.8.4 As needed performs exterior initial command and control operations and defensive fire operations.
- 2.9 Participate in the research of alternative approaches to fire preventions, fire suppression, emergency medical services, fire and life safety code application and other emergency programs.
- 2.10 Attend and participate in professional meetings, conferences, and workshops. This may involve travel outside of Washington State and outside of regular business hours.
- 2.11 Encourage diversity within the District and promote an inclusive work environment.
- 2.12 Responsible for holding subordinate employees accountable for appropriate job performance and conduct within the parameters of the District's due process system, policies, and procedures. This includes, without limitation, imposing appropriate disciplinary action as required.
- 2.13 Perform other duties as directed.

3. Knowledge, Skills and Abilities:

3.1 Knowledge of:

- 3.1.1 Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to fire and emergency services delivery, and general operation of the District.
- 3.1.2 Modern office practices, methods, procedures and techniques.
- 3.1.3 Record-keeping principles, procedures and techniques.
- 3.1.4 Health and safety laws, regulations and policies applicable to assigned tasks.
- 3.1.5 Education and training related to industry standards, state requirements, and career development.
- 3.1.6 Administration and management related to the organizational structure and operation of the District, business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- 3.1.7 Transportation as it relates to apparatus operation, traffic flow, street layouts, response routes, transportation industry hazards, and emergency response.
- 3.1.8 Mentoring, coaching, counseling, and progressive discipline principles and practices.
- 3.1.9 Program development assessment, and planning and implementation.

3.2 Skills and Abilities:

- 3.2.1 Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- 3.2.2 Follow oral and written instructions.
- 3.2.3 Understand and work within scope of authority.

- 3.2.4 Comply with safety standards and regulations.
- 3.2.5 Apply safety standards and regulations at the District level so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- 3.2.6 Demonstrate situational awareness, think critically, and monitor operations in emergency and non-emergency settings.
- 3.2.7 Demonstrate service orientation by ensuring customer needs are the primary focus of actions taken.
- 3.2.8 Demonstrate complex problem solving under pressure, use sound judgment and decision making, and deductive reasoning.
- 3.2.9 React to complex and changing work environments in a timely manner.
- 3.2.10 Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- 3.2.11 Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- 3.2.12 Manage personnel resources through motivation, and development and assist District members with career development. This includes the ability to plan, organize, schedule, assign, and review the work of others; as well as the ability to lead by example and to create an environment that promotes positive motivation, teamwork, and safety.
- 3.2.13 Keep up-to-date with technical and adaptive aspects of the job based on local, state, Federal and industry changes, apply new knowledge and ongoing experience to improve district operations and services.
- 3.2.14 Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- 3.2.15 Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- 3.2.16 Operate a variety of modern office equipment and personal computers in a computing based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- 3.2.17 Establish, maintain and foster positive and effective working relationships with those contacted in the course of work; develop and maintain key relationships in and out of the District, network with other fire officers and stakeholders, locally and regionally.
- 3.2.18 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- 3.2.19 Develop and assist in training of a variety of personnel within the fire service.
- 3.2.20 Ability to relate to other people beyond giving and receiving instructions. This includes the ability to: (a) get along with others in the workplace without exhibiting behavior extremes; (b) perform work activities requiring negotiating, instructing, supervising, persuading and speaking with others in an appropriate/professional manner; and (c) responding professionally to criticism from a supervisor or others.

- 3.2.21 The ability to be physically present in the workplace is an essential job function.
- 3.2.22 Must be able to meet established deadlines while multitasking.
- 3.2.23 Computer Skills: Experience using, and a general understanding of, computers for a variety of tasks. Should have competency in Microsoft applications including Word, Excel, PowerPoint, Outlook, and other comparable applications.

4. Licenses, Certifications and Other Requirements:

4.1 Required Licenses and Certifications

- 4.1.1 Valid Washington State driver's license and the ability to be insured by the District's insurance provider to operate all of the District's apparatus.
- 4.1.2 Certified to wear a respirator at Self-Contained Breather Apparatus (SCBA).
- 4.1.3 IFSAC Instructor I.
- 4.1.4 IFSAC Fire Officer II.
- 4.1.5 National Fire Academy Incident Safety Officer.
- 4.1.6 Washington State Hazardous Materials On-Scene Incident Command.
- 4.1.7 Valid Washington State Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic Certification.
- 4.1.8 Completed All Hazards Incident Commander Type 4 (Local) Task book.
- 4.1.9 Open NWCG Strike Team or Task Force Leader (STEN or TFLD) Task Book.
- 4.1.10 Qualified driver of all district apparatus, as outlined by the Fire Chief or designee. If the need arises to offer the position to individuals outside of our organization, they will need to be qualified on the apparatus by the end of their probationary period. The Fire Chief or designee, on a case by case basis, has the right to waive this qualification due to issues that may arise, such as units that are scheduled to be replaced or that may be out of service for long periods of time.
- 4.1.11 ICS-400 Advanced Incident Command Systems.

4.2 Desired Licenses and Certifications:

- 4.2.1 College degree is strongly preferred, but credit towards an associate degree or bachelor's degree may be given based on prior experience and supervisory positions that have been held.
- 4.2.2 IFSAC Fire Instructor II.
- 4.2.3 IFSAC Fire Officer III or IV certification when available from Washington State.
- 4.2.4 Completion of basic Public Information Officer (PIO)
- 4.2.5 Attend an on campus National Fire Academy class/program.

5. Competencies:

5.1 Supervisory

- 5.1.1 Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.

- 5.1.2 **Prioritize Work and Commitments:** Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
 - 5.1.3 **Drive for Team Results:** Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages other's drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
 - 5.1.4 **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.
 - 5.1.5 **Maintains discipline and enforces District policies, procedures, and guidelines;** works together with all personnel to ensure a prudent and safe working environment.
 - 5.1.6 **Must be able to exercise a high degree of competent and independent decision making in emergency and non-emergency situations that may have a direct impact upon the operation of the District and of life safety.**
- 5.2 **Foundational:**
- 5.2.1 **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
 - 5.2.2 **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently acts to influence events, to improve own or organizational performance and to promote the goals of the organization.
 - 5.2.3 **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
 - 5.2.4 **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
 - 5.2.5 **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal

and workplace safety standards. Works to create a hazard-free, accident-free environment.

6. Working Conditions and Selection Guidelines:

6.1 Working Conditions

6.1.1 The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Must be able to performance the essential functions of this position in all of the working conditions described herein, either with or without a reasonable accommodation.

6.1.2 Environment:

6.1.2.1 Work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans), including exposure to vibration when operating equipment.

6.1.2.2 Frequently exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.

6.1.2.3 Radiation hazards may be encountered (isotopes in hospitals, laboratories) and in rare occasions exposure to radiation.

6.1.2.4 Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.

6.1.2.5 Exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).

6.1.2.6 Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.

6.1.2.7 Work may be performed in buildings and on job-sites that are unfamiliar and in various stages of construction.

6.1.2.8 This position may be exposed to all manner of environmental conditions, both indoor and outdoor, including inclement weather, extreme temperatures, and contaminated atmospheres. Other conditions include routine work in an office environment (working with electronic equipment, computers, a variety of software packages, etc.) and in a classroom environment with sustained sitting and standing for prolonged periods of time.

6.1.3 Physical Demands:

6.1.3.1 Operate a motorized vehicle, which may include inclement weather conditions.

6.1.3.2 Lift, carry, push and pull materials and move equipment weighing up to 50 pounds using proper lifting techniques.

6.1.3.3 Move heavy objects and people, which may include obese patients who weigh in excess of 350 and up to 900 pounds, with the assistance others using appropriate lifting techniques and equipment.

6.1.3.4 Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.

- 6.1.3.5 Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- 6.1.3.6 Walk through construction sites at all stages of completion and negotiate uneven terrain.
- 6.1.3.7 Ability to hear and speak to communicate in person, before a group, and over the telephone.
- 6.1.3.8 Corrected vision to read print and a computer screen.
- 6.1.3.9 Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-Contained Breathing Apparatus (SCBA), helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, Tyvek, etc.).

6.2 Selection Guidelines:

- 6.2.1 The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Further, the District retains its right to assign other duties to this position as it deems appropriate in its discretion.
- 6.2.2 The job classification description does not constitute an employment agreement between Benton County Fire District No. 4 and employee and is subject to change by the District as the needs of the District and requirements of the job change.

Adopted by BCFD4 Commissioners on the following date: May 20, 2020

Signed by Fire Chief:

Printed Paul Carlyle Acting Fire Chief

Signed 

Effective Date: 05/20/2020

Supersedes Date: N/A