

DEPUTY CHIEF

Identification

Position Title: Deputy Chief
Division: Administration
Immediate Supervisor: Chief of Department

Nature of work:

The Deputy Chief shall report directly to the Chief of the Fire Department. The Deputy Chief is responsible for the daily operations of the Fire Department. These responsibilities include, but are not limited to, fire suppression, hazardous material response, and emergency medical services, primarily using volunteers. Supervises the delivery of services to reduce risks to life, property and community vitality. Provides leadership and administrative support to the Chief of the Fire Department to establish strategic direction for the organization.

General criteria:

1. Reports to the Fire Chief of Department and is expected to have a confidential relationship with the Chief.
2. Provides administrative assistance to the Fire Chief
3. Assures compliance consistent with the laws of the State of Washington and the policies of Yakima County Fire Protection District 12. Performs the level of service as directed by the Chief of Department.
4. Supervises the functional areas of emergency incident readiness and response, equipment management, and operational planning.

Job duties and responsibilities:

1. Is responsible for the administration of the Department in the absence of the Chief.
2. Directs and coordinates department research and development activities.
3. Response to multiple alarms of fire, EMS, and/or disasters to supervise areas or functions as assigned by the Chief.
4. Provides staff support to the Chief of Department.
5. Supervises the activities of various functions of the Fire Department, i.e. training, public education, vehicle maintenance, communications, emergency medical services, buildings, grounds, clerical, and day to day business and operations.

6. Administers assigned duties according to the operational standards, policies and practices as prescribed by the Chief.
7. Performs related duties as assigned by the Chief.

Tasks performed but not limited to:

1. Supervising the extinguishments of fires and saving of lives and property.
2. Acting as an administrative assistant to the Chief, performing related duties as required.
3. Supervising and coordinating the work of all employees. This requires allowing wide latitude for exercise of discretion, judgment and confidentiality.
4. Work with local, state, national agencies and professional associates to maintain knowledge of current fire protection management trends, laws, regulations, and issues.
5. Serve on committees and represent the Department in a positive manner with citizens, businesses and stakeholders.
6. Monitor all alarms and radio dispatching in order to form a judgment whether his/her presence is required. The Deputy Chief will be responsible for strategic pre-attack planning, fire ground operations, overhaul, salvage, investigation and final reports unless relieved by the Chief.
7. The Deputy Chief will be required to respond when off duty and to share in weekend standby or duty.
8. Provides advice and counsel to the Fire Chief.
9. Will assist the Fire Chief in managing risk, by recommending and implementing policies.
10. Will assist the Fire Chief with fiscal controls, budget development and purchase of equipment, supplies and services for the operational and maintenance of the Department.
11. Develops and implements personnel management procedures to include recruitment, selection, career development, training, occupational health and safety, retention, and evaluation.
12. Assist the Fire Chief in the planning, development and implementation of a Master Plan. Projects a vision, mission and goals and objectives for the

Department, resource needs for the future, including personnel, facilities, equipment and apparatus.

13. Keep the Fire Chief fully advised of the status of all functions of the Fire Department.

Knowledge skills and abilities:

1. Maintain knowledge of the requirements and standards established by local, state, federal and standard developing agencies.
2. Maintain professional knowledge in fire science disciplines and fire service administrative management techniques including span of control, unity of command, division of labor and discipline.
3. Demonstrate skills to provide leadership by effective supervision and delegation to assure staff and volunteers meet assigned goals and objectives.
4. Demonstrate the initiative and ability to follow through on tasks to timely completion.
5. Possess excellent writing and oral communication skills.
6. Demonstrate the ability to effectively lead and supervise diverse work groups and manage resources in the delivery of services.
7. Demonstrate the ability to translate policy into operational practices.
8. Have the ability to instill trust, consistency and fairness to volunteers and staff.
9. Possess excellent public relations, problem solving, analytical, and computer skills.
10. Ability to serve efficiently and effectively on several committees.

Minimum qualifications:

1. A high school diploma required and an Associates Degree or Bachelors Degree in Fire Science and or related discipline preferred.
2. A minimum of 10 years of fire service experience in a volunteer and/or combination department, with a minimum of 5 years of paid, full-time experience, with at least 2 years being comprised of increasingly responsible supervision and management experience. Must have experience in dealing with volunteers and volunteer programs.

3. Documented experience and knowledge in administration, emergency incident readiness, emergency operations, financial management, information management, personnel management, supervision, planning, and public relations.
4. Computer literacy.
5. Experience managing and mentoring volunteer staffing programs.
6. Possess or attain Washington State Emergency Medical Technician Certification, Washington State drivers license and EVAP certification.
7. Knowledge in building construction, fire behavior, hazardous materials, investigation, modern fire suppression tactics, rescue and prevention. Wildland and wildland-urban interface planning and prevention. Capabilities of firefighting equipment and apparatus.
8. Knowledge in volunteer recruiting and retention programs.
9. Must reside in Fire District within 6 months of employment.

Working environment:

The incumbent is primarily engaged in routine functions in an office environment, however, incident response work is performed in emergency and stressful situations. While equipped with and expected to use proper personal protective equipment the individual may be exposed to hazards associated with fighting fire and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

Physical requirements:

The physical demands described herein are representative of those that must be met by this position to successfully perform the essential functions of this job.

While performing the duties of this job, the position is frequently required to walk, stand, use hands to finger, handle or operate tools objects or controls and to reach with hands and arms. The position is required to sit, climb, or balance, stoop, kneel or crawl, hear, talk and taste or smell.

The position must frequently lift, and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.