



West Valley Fire-Rescue

Yakima County Fire District 12

JOB DESCRIPTION

POSITION:	DEPUTY CHIEF
DIVISION:	ADMINISTRATION / OPERATIONS
IMMEDIATE SUPERVISOR:	FIRE CHIEF
FLSA STATUS:	EXEMPT / FULL-TIME
REVISION DATE:	JANUARY 1, 2020

JOB SUMMARY

The Deputy Chief shall report directly to the Fire Chief. 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 Fire Chief to establish strategic direction for the organization.

JOB SCOPE

The Deputy Chief provides administrative assistance to the Fire Chief. Is responsible to assure compliance consistent with the laws of the State of Washington and the policies of the Fire Department. Performs the level of service as directed by the Fire Chief. Keeps a confidential relationship with the Fire Chief. Supervises the functional areas of emergency incident readiness and response, equipment management, and operational planning.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Is responsible for the Administration of the Department in the absence of the Fire Chief.
- Directs and coordinates Department research and development activities.
- Responds to multiple alarms of fire, EMS, and/or disasters to supervise areas or functions as assigned by the Fire Chief.
- Provides staff support to the Fire Chief.
- Supervises the activities of various functions of the Fire Department, ie: training, public education, vehicle maintenance, communications, emergency medical services, buildings, grounds, clerical, and day to day business operations.

- Administers assigned duties according to the operational standards, policies and practices as prescribed by the Fire Chief.
- Supervising the extinguishments of fires and saving of lives then property.
- Acting as an Administrative Assistant to the Fire Chief, performing related duties as required.
- Supervising and coordinating the work of all members. This requires allowing wide latitude for exercise of discretion, judgment and confidentiality.
- Works with local, state and national agencies and professional associates to maintain knowledge of current fire protection management trends, laws, regulations, and issues.
- Serve on committees and represent the Department in a positive manner with citizens, businesses and stakeholders.
- Monitor all alarms and radio dispatching in order to form a judgement whether his/her presence is required. The Deputy Chief will be responsible for strategic planning, fire ground operations, overhaul, salvage, investigation and final reports unless relieved by the Fire Chief.
- Deputy Chief will be required to respond when off duty. Serves as the District “Duty Chief” in a regularly schedule rotation with Administrative staff, or as assigned in the Incident Command System.
- Assist the Fire Chief in managing risk by recommending and implementing policies.
- Assist the Fire Chief with fiscal controls, budget development and purchase of equipment, supplies and services for the operational and maintenance of the Department.
- Develops and implements personnel management procedures to include recruitment, selection, career development, training, occupational health and safety, retention and evaluation.
- Assist the Fire Chief in the planning, development and implementation of a Strategic Plan. Projects the vision, mission and goals and objectives for the Department.
- Keeps the Fire Chief informed on the status of all functions of the Fire Department.
- Provides advise and counsel to the Fire Chief.
- Performs related duties as assigned by the Fire Chief.

MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- High school diploma or equivalent required.
- Associate Degree or Bachelor’s Degree in Fire Science and/or related discipline preferred.

- Minimum of ten (10) years of fire service experience in a volunteer and/or combination department, with a minimum of five (5) years of paid, full-time experience, with at least two (2) years being comprised of increasingly responsible supervision and management experience.
- Must have experience managing and mentoring volunteer staffing programs.
- Knowledge in volunteer recruiting and retention programs.
- 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.
- Documented experience and knowledge in administration, emergency incident readiness, emergency operations, financial management, information management, personnel management, supervision, planning and public relations.
- Computer literacy.
- Emergency Vehicle Incident Prevention (EVIP) certification.
- Emergency Medical Technician certification.
- ICS training, IS-100, IS-200, IS-300, IS-400, IS-700 and IS-800 certifications.
- Wildland Firefighter II red card certified or obtain.
- Ability to implement the Incident Command and Passport Accountability System.
- Valid Washington State Driver's License required.
- Must have access to a vehicle.
- Must possess auto insurance.
- Must attend monthly Officer meetings and trainings related to this position.
- Must reside within the geographical boundary for membership indicated in Policy 2109 within six (6) months of hire.
- This position is required to wear a SCBA and must meet Policy 3301, Section 4, Equipment Use 4.3.

SKILLS, KNOWLEDGE, AND ABILITIES

Ability to maintain knowledge of the requirements and standards established by local, state, federal and standard developing agencies. Ability to 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. Demonstrates skills to provide leadership by effective supervision and delegation to assure members meet assigned goals and objectives. Demonstrates the initiative and ability to follow through on tasks to timely completion. Possess excellent written and oral communication skills. Demonstrates the ability to effectively lead and supervise diverse work groups and manage resources in the delivery of services. Demonstrates the ability to translate policy into operational practices. Ability to instill trust, consistency and fairness to members. Must possess excellent public relations, problem solving, analytical, and computer skills. Possess the ability to serve efficiently and effectively on several committees.

WORKING ENVIRONMENT

The Deputy Chief is primarily engaged in routine functions in an office environment; however, incident response work is performed in emergency and stressful situations. While equipped with the 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 hand to finger, handle to operate tools, objects or controls and to reach with hand 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.

ESSENTIAL JOB FUNCTIONS

Full duty is an assignment of a member, who meets all the essential job functions listed in Appendix B of Policy 2115 as well as the thirteen (13) essential job tasks listed in NFPA 1582 Section 5.1.1.

This position requires work at a computer/display terminal and desk for periods of time, including repetitive motions of the wrists, hands and fingers. Constant use of both hands in reaching, handling, grasping, pushing and pulling while performing duties. Able to lift and carry. May require sitting, climbing, crawling, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. Seeing, speaking and hearing to evaluate and communicate situations. Must be able to speak, and to receive and understand written and oral communications in English and give written and oral instruction.

Must be capable of donning an SCBA according to manufactures requirements, including annual fit testing and SCBA quarterlies.

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.

This job description does not constitute an employment agreement between the Fire District and the employee and is subject to change as the needs of the Fire District and requirements of the job change.