

		
CHELAN FIRE AND RESCUE		
JOB DESCRIPTION ASSISTANT FIRE CHIEF		
Division: Administration		
JD: 014	Date: 10/10/2021	ISSUED BY: Chief Donell

DEFINITION:

The Assistant Fire Chief is a confidential, administrative, management staff position that is accountable for managing assigned areas of the fire district that may include Operations, Volunteer Recruitment / Retention, Training / Safety, Prevention / Public Education (Community Risk Reduction), and Support Services. This position is excluded from the bargaining unit and is FLSA exempt.

Duties of the Assistant Fire Chief include, but are not limited to supervising the delivery of services to reduce risks of life, property and community vitality. Ensuring that fire district staff is appropriately prepared to handle fire and other life safety and property protection emergencies. This shall be accomplished by planning, organizing, managing the delivery of training, volunteer recruitment/retention, health and safety programs. Provide leadership and mentoring to all career and volunteer personnel. Provide operational over-sight to the duty crew in daily activities, assignments and tasks. Assist with Public Education and Fire Prevention.

The above may be performed for more than one fire district, under an interlocal cooperation agreement.

The Assistant Fire Chief participates in the Duty Officer Rotations and responds to alarms to observe personnel performance, evaluate techniques employed and fill-in for operations personnel. When on call as the Duty Officer, responds to all major alarms, assume command and/or a command function as needed.

SUPERVISION RECEIVED AND EXERCISED:

The Assistant Fire Chief reports and is accountable to the Fire Chief/Administrator. The position requires minimum supervision and is expected to take accountability for the actions of subordinate personnel. The incumbent is responsible for enforcement of adopted policies, procedures, rules, regulations, documents and general orders; supervision of subordinate personnel also includes disciplinary action; additional assigned duties; works in concert with the Fire Chief and keeps the Fire Chief informed.

Supervises: The Assistant Fire Chief shall exercise supervisory authority over all fire suppression and EMS personnel in the performance of their duties.

ESSENTIAL FUNCTIONS:

Performs all duties in accordance with Chelan Fire and Rescue’s resolutions, policies, procedures, documents and standing orders.

Works as a team player, by developing and maintaining a collaborative and respectful working relationship with other fire district personnel, volunteers, employees and co-workers.

Provides a high level of customer service at all times; projects and maintains a positive image on behalf of Chelan Fire and Rescue with those contacted in the performance of his/her duties.

Prepares material for projects, programs, reports and budgets; implements Standard Operating Guidelines, district documents; recommends policy and procedure changes when necessary; performs such planning, organizing, directing, coordinating, reporting and budgeting as are necessary in the management of his/her assigned responsibilities.

Participates as a member of the Administrative Team in strategic planning and the implementation of district goals and objectives as related to the functional responsibilities.

Attends and chairs meetings on a regular basis or as requested, to include: Administrative meetings, Board of Commissioners, Officer and others as directed by the Fire Chief.

Represents the fire district as requested by the Fire Chief, attends and participates in community and public service activities as identified. Communicates with other fire departments, city staff, outside agencies, community organizations, and the general public regarding fire protection, emergency services, emergency preparedness and a variety of other issues related to the fire district's operation and mission.

Attends conferences, seminars and training sessions to upgrade job knowledge, management and communication skills in modern fire service methods, techniques and administrative procedures.

Responsible for the development and implementation of the recruitment and retention of volunteer members. Assists in the development and administration of entry level testing, promotional testing and other selection processes for all levels of the department as assigned.

Develops and administers training program that will maintain and increase the knowledge and technical competency of all members in fire suppression, wildland firefighting, medical emergencies, special rescue and all other areas of emergency responses provided by Chelan Fire and Rescue in compliance with State, Federal, and Local mandates. Plan, organize and supervise departments' volunteer recruit class.

Maintains Training/Safety records and certifications; prepares reports as required.

Develops and administers firefighter re-classification training and evaluations of probationary, 3rd Class, 2nd Class and 1st Class firefighter training programs and the same for probationary officers (probationary captain, captain etc.)

Maintains an up-to-date emergency service (fire, medical aid, special rescue, etc.) library of electronic, written, and visual educational materials for use by its membership.

Develops and manages an accident prevention program; maintains knowledge of current Federal, State and Local laws regulating occupational safety; develop, review, and revise rules, regulations, and standard operating guidelines pertaining to fire department occupational health and safety.

The Assistant Fire Chief shall serve as the Fire District's Safety Officer and ensure compliance with WAC 296-305 and other applicable training, health and safety laws. The Assistant Fire Chief will supervise the fire district health and physical fitness programs; participate in the fire district Safety Committee; identify

and analyze health and safety hazards and develop corrective actions to deal with these hazards; maintains records of all accidents, occupational deaths, injuries, illnesses, and exposures.

When off duty, the Assistant Fire Chief will participate in the Duty Officer program, shall monitor fire district responses and respond to emergencies as needed to provide technical support and/or assume command and control as the Incident Commander when warranted or fills other command function. Causes subordinates to take proper safety measures and precautionary measures to prevent and avoid injury to occupants, bystanders and personnel. Shall live within reasonable response time of the fire district boundaries

Responsible for other duties as assigned by the Fire Chief.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of modern methods, tools, techniques, and theories used in firefighting and emergency medical operations.
- Knowledge of principles and practices of effective administrative, managerial, supervision, leadership skills, educational methodology and training techniques.
- Knowledge of organization, policies, procedures.
- Knowledgeable in the allocation and deployment of personnel and resources.
- Knowledgeable in the budget preparation, management and control.
- Knowledgeable in modern office practices, procedures, equipment and software applications.
- Knowledgeable in the hazards and safety precautions common to fire departments;

Skill In:

- Skilled in management and team building to included strategic planning, personnel management, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management.
- Skilled in the development of strategic plans, goals and objectives.
- Skill in analyzing organizational training needs.
- Skilled in the development of drill schedules, resource management, instructor allocation.
- Skilled in the delivery of training classes, course and special presentations.
- Skilled in oral and written communication of the English Language.
- Skilled in record-keeping techniques.

Ability to:

- Ability to establish and maintain effective working relationships with subordinates, peers, public and private officials and the general public.
- Ability to provide planning, organization, direction and evaluation of the Fire District's Training/Safety/Health programs.
- Ability to establish, maintain, interpret and explain rules, regulations, policies and procedures.
- Ability to communicate effectively orally and in writing.
- Ability to deal courteously and tactfully with the public in explaining and gaining compliance.
- Ability to enforce safety codes and procedures.
- Ability to instruct classes/course as necessary and prudent

QUALIFICATIONS

Education and Experience:

- Associates degree in Fire Science or related field. 45 college credits accepted in lieu of AA.
- Minimum ten (10) years of fire service experience with a desired five (5) years of paid, full-time experience, and a minimum of two years increasing management responsibility (Company Officer.)
- IFSAC, or equivalent, Firefighter I & II, Hazardous Materials Awareness/Operations.
- Wildland Firefighter Type I minimum, current Red Card. (Strike Team Leader preferred.)
- Current Washington State EMT (Emergency Medical Technician) Certification
- Emergency Vehicle Incident Prevention Certification (EVIP)
- Current Washington State driver's license or ability to obtain one by employment date
- IFSAC, or equivalent, Fire Instructor I.
- Fire Service Fire Officer I
- NIMS 100, 200, 700, 800
- Oral & written comprehension of the English language.
- Must have experience in working with volunteers and volunteer programs.
- **And/or** any equivalent combination of education, experience and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the work.

Able to obtain within 24 months of employment:

- NIMS 300, 400
- IFSAC Fire Officer II
- IFSAC Fire Service Instructor II
- EVIP Instructor

Desirable:

- NWCG Strike Team / Task Force Leader
- Basic Fire Investigation
- Bachelor's degree in Fire Science or related field.

Special Requirements:

- Must pass NFPA 1582 Medical Evaluation provided by the district.
- Maintain an acceptable driver's insurance risk rating with the company insuring the fire district.
- No felony convictions or disqualifying criminal histories within the past seven years.

EQUIPMENT USED

Passenger vehicle, emergency medical aid apparatus, fire apparatus, fire pumps, hoses, and other standard firefighting and emergency medical aid equipment, ladders, radios, pager, cell phone, computer and various software applications including MS Word, Excel and Power Point, fax, and phone.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands and fingers to operate objects, tools, handles or controls, and reach with hands and arms. The

employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Lift and carry a self-contained breathing apparatus weighing approximately 35 pounds on his/her back and support 100 pounds of hose on his/her shoulder while walking to a fire.

- Climb up and down stairs and ladders with equipment or hose lines.
- Pull heavy objects such as a person from a hazardous condition.
- Work in ambient temperatures of 100 to 150 degrees wearing self-contained breathing apparatus.
- Work in a confined space as an attic or crawl space of a structure.
- Lift a loaded stretcher into an ambulance.
- Grip ropes and tools with gloved hands.
- Use equipment to pull down ceiling or walls requiring his/her arms to be above his/her head.
- Cut or chop holes in roofs, walls, and floors using an axe.
- Lift a ladder weighing 75 pounds off of a truck or off the ground safely.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in an office, vehicle and outdoor settings; in all weather conditions, including temperature extremes; during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts, below grade, in high and precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene. Hearing protection is required in loud environments.

SELECTION GUIDELINES:

Formal application / resume, rating of education and experience, oral interview, reference check and job-related tests may be required.

The essential duties and responsibilities 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.

It is understood that this is an at will employment position and the selected employee will be required to successfully complete a one-year probationary period as part of the hiring process.

Signatures to this document verify that the employee and employee's supervisor and have reviewed the job description and the employee understands the job description and all related duties. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

