



Deputy Fire Chief

Class Code:
6380

Bargaining Unit: None/ Management

CITY OF YAKIMA
Established Date: Feb 1, 1995
Revision Date: Oct 1, 2010

SALARY RANGE

\$46.93 - \$57.00 Hourly
\$8,134.53 - \$9,880.00 Monthly

MINIMUM CLASS REQUIREMENTS:

Must have served three years as an Engine Company Officer, equivalent to a Captain in the Yakima Fire Department or higher. An Associate, Bachelors of Arts, Bachelors of Science, or Masters Degree in Fire Science, Fire, Public Administration or a related field is preferred. Graduate or currently enrolled in the Executive Fire Officer's Program from the National Fire Academy is also preferred.

JOB SUMMARY:

Under the direction of the Fire Chief, this FLSA exempt, non-affiliated position is responsible for coordinating, supervising and directing the internal operations of the department. Performs administration, personnel, managerial and command functions, as assigned.

ESSENTIAL FUNCTIONS:

Evaluates budget performance; monitors expenditures and coordinates budget preparation process for the department; drafts mutual aid agreements, initiates capital improvement proposals, drafts comprehensive justifications, and develops short and long range planning.

Attends committee meetings, staff meetings of the City Council, and Commission meetings in the absence of the Chief.

Researches issues of importance to the department, evaluates department policies and interprets these to the public during community meetings and interprets issues to various boards, councils and commissions.

Analyzes specific department operations such as work organization, internal cooperation, provision of services and service contracts, and recommends changes and improvements.

Performs administrative research in determining policies and programs for the Fire Department. Conducts management and organization studies.

Performs confidential and privileged research and analysis in the development of management proposals for collective bargaining. Evaluates union collective bargaining proposals to determine operational and economic impact to the Fire Department. Recommends counter proposals.

Responds to multiple alarms and directs activities at scene of larger fires and those in high value areas. Must be available to attend greater alarm fires and to direct certain phases of fire ground operations. In the absence of the Fire Chief, assumes all duties and responsibilities of that position.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

- Work schedule is based on FLSA exempt guidelines.
- Extensive knowledge of department goals, policies, procedures and technical operations.
- Knowledge of: the principles of public administration, administrative practices, and the management style of key department staff; the municipal budget process and budget administration, accounting principles and cost evaluation techniques; fire suppression methods and equipment; incident command system.
- Ability to: maintain confidences and routinely handle sensitive materials; develop and manage a project and to anticipate administrative and operational problems; work effectively in a hostile environment and withstand outside pressures; formulate goals, conduct research, analyze alternative solutions and prepare funding recommendations; prioritize work, meet deadlines and manage many projects simultaneously; analyze problems and effect solutions, analyze complex issues and make timely decisions and recommendations; present ideas effectively, in oral and written communications, including the ability to make public or staff presentations.
- Skill in responding to management information, fiscal reporting needs.
- Skill in human relations and diplomacy.

PHYSICAL DEMANDS:

Work is occasionally performed in an office environment while sitting or standing at a desk or computer terminal for periods of time. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Constant use of both hands in reaching/handling/grasping/ fingering/pushing/pulling while performing duties. Work will require frequent travel to a variety of situations, locations and trainings. Work is occasionally performed outside with all weather extremes and may be exposed to insects, animals, pollen, dust, water, dirt, fire, smoke, hot metal, loud noises, electrical hazards, bio-hazardous materials, noxious odors, fumes, or chemicals, solvents, violence, unpleasant working conditions, and/or traffic. Frequent kneeling/bending/ crouching/stooping/reaching/walking/running and may be done on uneven or rough terrain. Occasional heavy work includes lifting and carrying up to 50 pounds. Rarely ascends/descends stairs, ladders and inclines while maintaining balance. May work with others, or in noisy work area. Must be able to distinguish color and maintain long-term and short-term memory. Will be required to wear safety protective gear when necessary. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS:

May be exposed to heat, fumes, gases, smoke, motor and siren noises, grease, dirt, hot metal and adverse weather conditions. May possibly work at heights on elevated platforms, buildings and industrial structures. May perform work under stressful and hazardous situations.

LICENSES, REGISTRATION & CERTIFICATES:

Must possess and maintain a valid Washington State Driver's License.