

Job Description

**Deputy Chief**

Effective Date: January 2008

Replaces: February 2011

Revised: July 2015

**1. POSITION PURPOSE**

The Deputy Chief position is an exempt administrative position. His or her primary function is to oversee duty crews and emergency operations and related areas for the District.

**2. CONTROL OVER WORK**

The Deputy Chief is responsible to and reports directly to the Fire Chief.

**3. RESPONSIBILITIES****3.1. Emergency Services Delivery/Operations**

Command and direct the activities of assigned fire units and emergency aid units at the scene of fires, medical aid emergencies or disasters until relieved. Also may serve in other capacities within the Incident Management System as needed.

**3.2. Fire Inspections and Plans Review**

- 3.2.1. Responsible for the administration of the ILA with the City of Duvall to deliver fire code inspections and support.
- 3.2.2. Facilitate company inspections with training and supervision as necessary.
- 3.2.3. Represent the District's interest in plans review; either by performing the reviews and/or contracting with a third party.
- 3.2.4. Work collaboratively with the City of Duvall in the application of fire and building codes.

**3.3. Supervision**

- 3.3.1. Serve as direct supervisor to the Battalion Chief of training, the Training Captain, and the shift Lieutenants.

- 3.3.2. Enforce District policies, regulations, safety, and health standards and all applicable administrative operating procedures.
- 3.3.3. Prevent waste and damage of materials and equipment.
- 3.3.4. Carry out periodic personnel evaluations when assigned.
- 3.3.5. May be assigned in an acting capacity of higher rank.

### **3.4. Training**

- 3.4.1. Attend meetings, seminars, schools and/or training sessions as may be assigned to keep abreast of modern Fire Service methods and techniques.
- 3.4.2. Provides direction and oversight to the Training division.
- 3.4.3. Take an active role in officer development.
- 3.4.4. May serve as an instructor; particularly in the areas of officer level training.

### **3.5. Planning**

- 3.5.1. Schedules and participates in Officer's meetings on a regular basis.
- 3.5.2. Provides recommendations for changes to operations and equipment as part of the District's short, medium, and long range planning process.
- 3.5.3. Attends and reports on operational issues at Commissioner Meetings on a regular basis.

### **3.6. Budget**

- 3.6.1. Prepares and manages budget projects as assigned.
- 3.6.2. Provides recommendations on budget areas when appropriate.
- 3.6.3. Shall attend and participate in budget planning workshops.

### **3.7. Administration**

- 3.7.1. Use tact, courtesy, diplomacy, cooperation, and otherwise maintain decorum in dealing with individuals in own department, other departments, visitors, and the public.
- 3.7.2. Maintain discretion in handling matters of a proprietary, confidential, or personal nature.
- 3.7.3. Shall represent the District at meetings as assigned by the Chief.
- 3.7.4. Maintain necessary records and reports within assigned area of responsibility.
- 3.7.5. Perform other duties as assigned by the Chief or his designee.
- 3.7.6. Shall develop and maintain District Standard Operating Guidelines in the areas of safety and emergency operations.

#### **4. KNOWLEDGE, SKILLS AND ABILITIES**

- 4.1. Extensive knowledge and experience in the delivery of emergency fire, rescue, and medical services.
- 4.2. Working knowledge of the Incident Management System as it is utilized by the District.
- 4.3. Extensive knowledge and experience in personnel and administrative matters.
- 4.4. Working knowledge of the fire code and building inspection practices.
- 4.5. The ability to work in a collaborative, team-based organizational approach.
- 4.6. Working knowledge of District policies and procedures.
- 4.7. Ability to lead firefighters effectively, maintain discipline, accept lines of authority, and cooperate with other personnel.
- 4.8. Ability to write clear, concise, and accurate reports.
- 4.9. Ability to effectively organize and utilize work time to enhance productivity and effectiveness of self and crew.

#### **5. WORKING CONDITIONS**

- 5.1. The majority of work is performed during weekday hours but position will include evening and weekend activities on a regular basis and occasional emergency response from home.
- 5.2. Fire and emergency responses may require exposure to hazardous conditions such as intense heat, smoke, burning debris, and falling structures.
- 5.3. Must be able to carry out strenuous activity while wearing protective clothing. These might include crawling, climbing stairs, climbing ladders, repositioning charged hose lines, carrying heavy equipment, moving unconscious patients, and other activities consistent with current firefighting practices. Successful initial and annual completion of the District's EMS Physical Capability Test is required.

## **6. SPECIFIC QUALIFICATIONS:**

- 6.1. Testing will utilize a competitive process that includes an assessment and a Chief's interview.
- 6.2. Required qualifications include:
  - 6.2.1. A Bachelor's degree from a regionally accredited college or university in a related field. Prior to January 1, 2018, an Associate's degree will be the minimum educational requirement for internal candidates.
  - 6.2.2. Five years of supervisory experience with chief-level experience preferred.
  - 6.2.3. Experience with an agency of similar size and configuration.
- 6.3. Desired qualifications include:
  - 6.3.1. Master's degree from a regionally accredited college or university.
  - 6.3.2. Chief Fire Officer Designation from the Center for Public Safety Excellence.
  - 6.3.3. Executive Fire Officer Designation from the National Fire Academy
- 6.4. Residence in the District is preferred.